



MCCPS Board of Trustees

Finance Committee Monthly Meeting

Published on August 19, 2022 at 8:00 PM EDT

Date and Time

Friday August 26, 2022 at 8:00 AM EDT

Location

At school - 17 Lime Street, Marblehead, MA 01945

For Remote Participants - Quorum must be present in person

Join Zoom Meeting

<https://zoom.us/j/99625637131?pwd=cWdFODd1b2FvZ3dEOXVtbDZhNHRJUT09>

Meeting ID: 996 2563 7131

Passcode: MCCPSfinco

Agenda

	Purpose	Presenter	Time
I. Opening Items			8:00 AM
Opening Items			
A. Record Attendance and Guests		Rodolphe Herve	2 m
B. Call the Meeting to Order		Rodolphe Herve	1 m
C. Approve minutes	Approve Minutes	Rodolphe Herve	5 m
Approve minutes for Finance Committee Monthly Meeting on July 25, 2022			
II. Finance - Financial Statement Review			8:08 AM
Finance			
A. Committee review of Previous Month's Financial Statements	Discuss	Jeff Barry	5 m

	Purpose	Presenter	Time
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No Documents will be shared this month as July financials (1-month) are not really relevant from an expense standpoint, and comparison to last year after 1 month offers limited value.

B. Review of Final 2022 Statements	Discuss	Jeff Barry	5 m
C. Revise 2022-2023 Operating Budget	Vote	Jeff Barry	20 m

- Update on projected Enrollment (Peter Cohen)
- Requested Update to 2023 Operating Budget (Jeff Barry)

Since the 2022-2023 school year budget was reviewed by Fincom and approved by the Board, a number of developments/updates have occurred. Since the school year has not started, we would like to review with the Finance Committee several limited amendments and submit a 2022-2023 revised budget to the Board for their consideration and approval.

III. Other Business **8:38 AM**

A. Other discussion points	Discuss	Rodolphe Herve	5 m
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IV. Closing Items **8:43 AM**

A. Adjourn Meeting	Vote
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Coversheet

Approve minutes

Section: I. Opening Items
Item: C. Approve minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Finance Committee Monthly Meeting on July 25, 2022



MCCPS Board of Trustees

Minutes

Finance Committee Monthly Meeting

Date and Time

Monday July 25, 2022 at 8:00 AM

Location

At school - 17 Lime Street, Marblehead, MA 01945

For Remote Participants - Quorum must be present in person

Join Zoom Meeting

<https://zoom.us/j/99625637131?pwd=cWdFODd1b2FvZ3dEOXVtbDZhNHRJUT09>

Meeting ID: 996 2563 7131

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Committee Members Present

Artie Sullivan, Jeff Barry, Karl Smith, Peter Cohen, Rodolphe Herve

Committee Members Absent

Andrea Barlow, Julie Santosus, NDack Toure

Guests Present

Tim Wadlow

I. Opening Items**A. Record Attendance and Guests****B.**

Call the Meeting to Order

Rodolphe Herve called a meeting of the Finance Committee of MCCPS Board of Trustees to order on Monday Jul 25, 2022 at 8:07 AM.

C. Approve minutes

Artie Sullivan made a motion to approve the minutes from Finance Committee Monthly Meeting on 06-17-22.

Jeff Barry seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Finance - Financial Statement Review

A. Committee review of Previous Month's Financial Statements

The discussion tracked with the notes provided ahead of the meeting.

After the cessation of the federally-subsidized free food program, MA congress seems to have passed a resolution to continue the program and earmarked a \$110M state-wide budget for that endeavor. More details will be published in the next few months, as the budget is signed by the governor.

Staffing:

- 5th grade inclusion teacher is joining (Kate Cooper)
- 7th grade team was staffed with former Charter teachers
- Still missing 2 learning specialists
- Peter would like to bring Teaching Force training again in 2022/2023 to help train the new teachers and provide a refresher to current staff

Maintenance/Architect:

- The roof upgrade work started and is expected to cost \$270K, \$110K is due upfront and will be paid immediately.
- Speaking with different architects to see what low-hanging fruits improvements can be made to the facility
- This has been a successful year with the mural, kitchen upgrade, new fire panel and roof upgrades to be all completed soon

Enrollment:

- Currently at 224 but with new applications. Still on track for 230. (Budget is based on 224)

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:09 AM.

Respectfully Submitted,
Jeff Barry

Documents used during the meeting

- FY22 FinCom notes.pdf
- MCCPS-June-2022-Financial Statements v1.xlsx

Coversheet

Review of Final 2022 Statements

Section:	II. Finance - Financial Statement Review
Item:	B. Review of Final 2022 Statements
Purpose:	Discuss
Submitted by:	
Related Material:	FY22 P&L Gen Fund.xlsx FY22 Balance Sheet.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

FY22 P&L Gen Fund.xlsx

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FY22 Balance Sheet.xlsx

Coversheet

Revise 2022-2023 Operating Budget

Section:	II. Finance - Financial Statement Review
Item:	C. Revise 2022-2023 Operating Budget
Purpose:	Vote
Submitted by:	
Related Material:	FY23 Operating Budget changes.pdf Fincom notes July '22.pdf

PROPOSED CHANGES						
FY23 Approved Operating Budget at 224			FY23 Operating Budget at 218			
					Adjusted number	
	FY23			FY23	FY22 total	
	Approved			Updated		
Income			Income			
4005 STATE ALLOCATION	\$3,730,272	\$16,653.00	4005 STATE ALLOCATION	\$3,846,828	\$17,646.00	7/28 projection
4040 INVESTMENT INCOME	\$100		4040 INVESTMENT INCOME	\$100		
4050 OTHER INCOME	\$3,000		4050 OTHER INCOME	\$3,000		
4051 17 Lime Rent	\$21,750		4051 17 Lime Rent	\$21,750		
4054 MISC INCOME	\$0		4054 MISC INCOME	\$0		
4056 Homework Club	\$10,000		4056 Homework Club	\$10,000		
4055 STUDENT SUCCESS FUND	\$21,562		4055 STUDENT SUCCESS FUND	\$21,562		
4060 CONTRIBUTIONS	\$0		4060 CONTRIBUTIONS	\$0		
4080 REIMBURSEMENTS	\$10,000		4080 REIMBURSEMENTS	\$10,000		
4085 MEDICARE REIMB.	\$2,500		4085 MEDICARE REIMB.	\$10,000	new system = more \$	
4090 FUNDRAISING	\$50,000		4090 FUNDRAISING	\$50,000		
Total 4090 FUNDRAISING			Total 4090 FUNDRAISING			
Total Income	\$3,849,184		Total Income	\$3,973,240		
Gross Profit			Gross Profit			
Expenses			Expenses			
5000 PERSONNEL - SALARIES	\$2,588,221		5000 PERSONNEL - SALARIES	\$2,613,146		
Payroll Taxes			Payroll Taxes			
5115 Soc Sec			5115 Soc Sec			
5116 Medicare			5116 Medicare			
5117 Unemployment			5117 Unemployment			
5118 MAPML			5118 MAPML			
5120 Work Comp			5120 Work Comp			
Total Payroll Taxes	\$122,000		Total Payroll Taxes	\$132,000	due to higer salaries	
Total 5000 PERSONNEL			Total 5000 PERSONNEL			
5140 BENEFITS			5140 BENEFITS			
5141 Health	\$468,000		5141 Health	\$405,420	\$276,281	
5142 Dental	\$13,000		5142 Dental	\$30,000	\$30,082	
5143 Life & Disability	\$5,000		5143 Life & Disability	\$8,000	\$8,167	
5144 Vision			5144 Vision		paid by enrollees	
Total 5140 BENEFITS	\$486,000		Total 5140 BENEFITS	\$443,420		
5150 STAFF DEVELOPMENT			5150 STAFF DEVELOPMENT		increase from MCPSA	
New Line - Teaching Force	\$0		New Line - Teaching Force	\$0	see below	
5160 SEARCH COSTS	\$2,000		5160 SEARCH COSTS	\$2,000		
5170 SUBSTITUTE	\$1,500		5170 SUBSTITUTE	\$1,500		
5200 DIRECT STUDENT SUPPORT			5200 DIRECT STUDENT SUPPORT			
5202 Furnishings	\$5,000		5202 Furnishings	\$5,000		
5203 Student Success Fund	\$21,562		5203 Student Success Fund	\$21,562		
5210 Teachers supplies	\$5,000		5210 Teachers supplies	\$5,000		
5211 Instructional Equipment	\$15,000		5211 Instructional Equipment	\$15,000		
5215 Curriculum supplies	\$5,000		5215 Curriculum supplies	\$5,000		

5220 Student supplies	\$5,000		5220 Student supplies	\$5,000		
5221 SPED supplies	\$1,500		5221 SPED supplies	\$1,500		
5222 SPED Services	\$1,500		5222 SPED Services	\$1,500	under review	
5240 Computer Support	\$2,000		5240 Computer Support	\$2,000		
5241 Technology - Hardware	\$5,000		5241 Technology - Hardware	\$5,000		
5242 Technology-Software	\$2,000		5242 Technology-Software	\$2,000		
5250 Nursing supplies	\$1,500		5250 Nursing supplies	\$1,500		
5255 Homework Club	\$5,000		5255 Homework Club	\$5,000		
5260 Enrichment	\$5,000		5260 Enrichment	\$5,000		
Total 5200 DIRECT STUDENT SUPPO	\$80,062		Total 5200 DIRECT STUDENT SUPPO	\$80,062		
5300 OCCUPANCY			5300 OCCUPANCY			
5320 Maintenance	\$52,500		5320 Maintenance	\$52,500		
5330 CustSvc	\$35,000		5330 CustSvc	\$40,000	updated number	
5340 CustSupplies	\$5,000		5340 CustSupplies	\$7,500	inflation	
5351 Utilities	\$60,000		5351 Utilities	\$70,000	\$81,000	
Total 5300 OCCUPANCY	\$152,500		Total 5300 OCCUPANCY	\$170,000		
5400 OFFICE & ADMIN			5400 OFFICE & ADMIN			
5405 FundraisingExp	\$2,500		5405 FundraisingExp	\$2,500		
5410 Supplies	\$5,000		5410 Supplies	\$5,000		
5420 Professional Services	\$10,000		5420 Professional Services	\$10,000		
5430 Accounting	\$25,000		5430 Accounting	\$25,000		
5431 Legal	\$10,000		5431 Legal	\$10,000		
5435 Marketing	\$5,000		5435 Marketing	\$5,000		
5440 PayrollSvc	\$5,500		5440 PayrollSvc	\$5,500		
5450 Print & Copy	\$1,200		5450 Print & Copy	\$1,200		
5460 Postage	\$3,500		5460 Postage	\$3,500		
5470 General Liability Insurance	\$32,000		5470 General Liability Insurance	\$32,000		
5480 Board	\$8,500		5480 Board	\$8,500		
5486 HoS Discretionary	\$1,500		5486 HoS Discretionary	\$1,500		
5487 Admissions	\$6,500		5487 Admissions	\$6,500		
5492 Mortgage Interest	\$113,451		5492 Mortgage Interest	\$113,451		
5497 Bank Chrg	\$1,000		5497 Bank Chrg	\$1,000		
Total 5400 OFFICE & ADMIN	\$230,651		Total 5400 OFFICE & ADMIN	\$230,651		
6100 Depreciation	\$95,000		6100 Depreciation	\$95,000	will be updated	
Total Expenses	\$3,772,934		Total Expenses	\$3,787,779		
Net Operating Income	\$76,250		Net Operating Income	\$185,461		
			CapEx items starting FY23			
			Fire panel	\$21,532	Contract + 2 change orders	
			Roof	\$270,000		
			Kitchen (a/o 8/15/22)*	\$27,269	Floor, oven, range, freezer	
			* cash, grant, donation			
			Flannery	\$2,391	moving/disposal	
			Plumbing	\$1,750	urinals	
			Adolfo	\$3,700	tile, kitch door	
			Teach Force	\$6,000	TBD	
			Paving	\$5,000	front section	
			HVAC repairs	TBD		
			Landscaping	\$2,000		

FinCom notes July 2022 (FY23)

FY22 figures

General Fund P&L 7/1/21-6/30/22

All Classes P&L 7/1/21-6/30/22

FY22 Balance Sheet

FY23

New PPE projections were issued on 7/28/22

Budgeted: \$16,653

Updated: \$17,646

$\$17,646 \times 230 = \$4,058,580$

$\$4,058,580 / 12 = \$338,215$

July check = \$338,208

July (and August to some extent) is the most meaningless month regarding analysis: the end of FY22 contracts, down payments on both general liability and Worker's Comp policies & expenses that will ultimately be assigned to a grant.

Proposed changes to the FY23 budget

PPE update, current population of 218

Items highlighted in blue

Salaries: we are over the budgeted amount by \$25K with the following caveats:

- One open position, Learning Specialist, \$35K
- This may be used for an anticipated maternity leave/PT position
- The salary line item is likely to reduce as grant 'credits' are applied
- Part-time/hourly folks are variable...max estimates have been used

Error on the Dental line item

Depreciation schedule will be updated

Audit updates

The FY22 audit continues...they have asked for and I have uploaded October & April payroll registers, 941s/WR1s for the year, copies of approx. 25 cancelled checks w/back up, payroll reconciliation, etc... The auditors have access to QuickBooks (school and MCEF) so they will go in and download whatever reports they need. Financial audit technically begins 8/29.