

April Finance Committee Agenda

Thursday, April, 13th, 2023

Location 1D; 8:00 AM

Google Meet joining info

Video call link: <https://meet.google.com/tmf-hmqt-rqz>

Or dial: (US) +1 442-666-1271 PIN: 435 172 301#

Committee Members: Wendell Sletten- Board Treasurer, Randy Vetsch- Executive Director, Kate Hinton- HS Principal, Shauni Holt- Business Assistant, Dustin Reeves- Contracted Business Manager, Isaac Leonhardi- Teacher

Members Present: Wendell Sletten, Randy Vetsch, Kate Hinton, Shauni Holt, Dustin Reeves, Isaac Leonhardi

Community Members: None present

1. March Finance Reports (Reeves)

- Very strong cash balance that meets bonding requirements at end of March
 - As of March end, 75% of the fiscal year was completed.
- Will draw on Building Company for reimbursements towards end of June
 - Fee associated with this process, so tend to withdraw approximately twice a year
- Line item- Prior year state aids available \$161,312
 - Reeves will follow up with the state and update next month's Finance Committee Meeting if these funds are indeed available. Funds would be applicable to general education if they are indeed available
- ADM 544.2 for the year vs. a budget of 544. On target for the year.
- Local revenues- slightly above targeted amount for the year
- Expenditures
 - Most line items very close to the 75% target
 - For total expenses- slightly under at 72%
- Reeves anticipates cash flow to be strong for the rest of the year. Does not foresee a need to draw on line of credit
- Supplementals
 - A vendor was listed for multiple lines that was not the correct vendor. Reeves caught that as well and the correction had been made on BKDV's end to reflect correctly.

2. Employee Retention Credit Update (Reeves)

- Reeves met with Vetsch and another member of BKDV. Decision was made to move forward with the process.
- Minimal work for MSA Administration for this process. Most of the process is completed by BKDV.
- Not something that we are able to predict an amount for at this time.
 - Credit is based on the amount of staff that MSA was able to retain

- 2019-2020 are the base years that are being looked at for the credit

3. Supplementary Budget Carry-Over Update (Holt)

- Accounts that are negative balance will be zeroed out to “start fresh” for 23-24
- Discussion
 - Carrying over supplementals can have a negative impact on the budgets for 24-25 due to activities that overspend (transportation being a large factor) not having supplemental carry over to balance it out
 - Caution recommended on what/amounts that can be carried over to minimize budgetary impacts for 24-25 year
- Decision made to have Administration meet to look into further in regards to Athletics
 - Concerns over athletics transportation and having appropriate funds with rising costs
 - Decision made that donations can roll over for following year due to these funds being earmarked for a particular use
 - Fundraisers (*example: Zupas night*) would not count as a donation and can not be carried over
 - Activities Director pre-approval of purchases required to ensure that funds are being spent in a responsible manner
 - Deadline for purchases will be made by Activities Director

4. FY 23/24 Budget Projections (Vetsch)

- Administration met with BKDV in last several weeks
 - Enrollment increase to 648 ADM in budget projections
 - Budgeted with an increase of up to 3% to be conservative
 - Reeves- has heard that 4% increase will be approved by the State (has not been approved yet, still encouraging conservative budgeting)
 - Will not have the exact amount approved by State until end of May/June
 - Health Benefit increase- we budgeted for 10% increase for benefits cost for employer
 - Most expensive of our options is a 6.4% increase (coming in under budget). Benefits options will be presented to BOD at the next meeting for vote.
 - Budget reflects the additional teaching positions added for 23-24
- Discussion: With the increase in student headcount, questions on how the budget reflects the new headcount (furniture needs, technology, lockers, curriculum supplies needed to accommodate larger student populations)
 - Vetsch- budget was made based on historical data and spending
 - JR is working on what the technology needs will be with the new student headcount (chromebooks/laptops/licenses. Will source quotes.
- Room reassignments
 - Discussion on compensating staff if assisting in the room moving process.

- Current student employees- consider retaining through the summer to have a consistent/dependable work force versus relying solely on volunteers

5. CD Account Discussion (Reeves/Gehring)

- Gehring unavailable to attend today's Finance Committee meeting
- Reeves looked into - MSA's current interest rate on the checking account is 4.72%. This is considerably higher than anticipated.
- CD rates are *slightly higher* than that but not by much. Reeves can reach out to Julie Anderson for more information.
 - CD does come with fees and requirements and limits when the cash would be available
 - Risk of losing money if the funds needed to be withdrawn earlier due to unforeseen needs arising

6. AFC Committee Update (Gehring/Vetsch)

a. Meeting Minutes

- Continuing to promote the committee and contact new families.
- Work is being put in now to launch the committee further next year
- Next meeting in May

7. PD Funds Update/PD Funds Request (Holt/Hinton)

- As of end of March- have about \$30,000 left in PD category
- PLC for summer- some will come out of the the PD budget
- Decision made to grant additional funding at the May Finance Committee meeting to ensure that remaining staff has time to submit PD requests.
 - Staff was given a May 1st deadline for PD requests.

8. Future Items

a. MSA Building Company/Lease Aid Application (Sletten)

- Sletten and Holt reviewed 990 report and turned in to Vetsch
 - Some names/numbers were not correct for current and former BOD members
 - Building Company- names were not updated on the 990. Vetsch will update.
- Vetsch will return to Reeves after reviewing for changes

b. Next meeting

i. **May, 8th - 3 PM (DL day- virtual) or**

1. Option selected for next meeting. Invitation will be sent and will be posted to the website. Meeting will be virtual only.

ii. **May, 11th - 8 AM**

1. Option not selected

Additional Discussion:

- Ice cream day- will need an amount and a signer to accompany Holt to the bank to withdraw funds. Must notify BKDV in advance of the amount being withdrawn.
- There are students who will need to take summer courses through their local districts due to being credit deficient. May need to have some funds set aside for North Star

online due to some courses not being offered through the districts. Administration will discuss with SST.

- \$8,549 remaining in summer school budget
- Approximately \$20,000 in COVID testing funds available. Will do an inventory of supplies/expiring supplies to determine what we need. Funds are very specific on what they can be used for.

Meeting Adjournment- 8:55am