



District Office
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Finance Committee Meeting Minutes – May 15th, 2023

Note: The Spectrum Finance Committee meeting was conducted via electronic means (using Zoom) per Minnesota Statutes, section 13D.021, Subdivision 1(4).

Position	Committee Member	Attendance
Joe Thomas	Board Treasurer	Present
Bridget Merrill-Myhre	BerganKDV	Present
Dan DeBruyn	Executive Director	Present
Annilise Marberg	Parent	Present
Jennifer Linn	Exec. Adm. Assistant	Present

I. Call to Order

The meeting was called to order at 8:35 a.m.

The committee agreed to add three items to the agenda under New Business: (1) FY24 budget timeline, (2) Reallocation and spending for FY23, and (3) Audit Services Recommendation.

II. Old Business

A. Potential future bonding/Discussion with Piper Jaffray update and timeline (*informational*)

Mr. DeBruyn reminder the committee of the potential timeline for construction and bonding. He laid out the priority for construction in the following order: west field, field house, performing arts center, track.

B. Free School Meals implications and decisions update (*informational and possible recommendation*)

Mr. DeBruyn explained that he and Mary are working on pulling together a document that summarizes all of the potential needs and implications of decisions to be made regarding the school meal program. This is challenging given the delay in getting responses from outside companies, the speed at which decisions need to be made, and the potential consequences of those decisions. We are awaiting final numbers from two catering companies and have had conversations with local schools (with kitchens) about the possibility of them providing catered meals for Spectrum.

III. On-Going Business.

A. 2022-2023 Finance Committee Goals

1. The Finance Committee will work with administration and BerganKDV to ensure the detailed budget for FY24 is keyed into Skyward by July 2023 leading to more current internal reports for improved and timely decision-making.

Update: Mary and Dan will work with Bridget to ensure the FY24 budget is inputted to Skyward in June.

2. The Finance Committee will work with the Business Account Specialist to research, apply for, and track the food commodities application with Premier Kitchen to ensure it is completed by the required timeline and the refund obtained by June 2023.

Update: Mary Chaffin has worked closely with Jennifer Russell and Premier Kitchen to apply for and receive commodities refunds for the 2022-2023 school year. Currently The lunch fund is in the positive for the year.

IV. New Business

A. April 21st Committee meeting Minutes

B. April Financials – Summary of Key Financial Indicators

1. Average Daily Membership (ADM) Overview – Budgeted 855 ADM; Actual: 860
2. The School’s budgeted surplus for the year is \$0.

3. A projected cumulative fund balance of \$2,695,387 or 24% of expenditures at fiscal year-end.
4. Projected Days Cash on Hand for the projected fiscal year-end is 87 days. Above 30 days meets minimum bond covenants.
5. Projected Debt Service Coverage Ratio at fiscal year-end is 1.17. Above 1.10x meets minimum.
 - As of month-end, % of the year was complete. As of month-end, 83.3% of the year was complete.
 - Cash Balance as of the reporting period is \$2,494,916 down from the previous month of \$2,599,954.
 - State aids receivable shows \$34,831. MDE made a large adjustment of \$112,758 on the 4/30 IDEAS report related to SPED.
 - Current year holdback balance is estimated at \$514,163 as of the reporting period. The holdback amount is approximately 10% of total state aids. The remaining holdback amount will be paid back to the school in fiscal year 2024.
 - Revenues received at end of the reporting period 81.9%
 - Expenditures disbursed at end of the reporting period 79% the best route available for Spectrum.

C. Financial Statement Key Points

1. As of month-end, 83.3% of the year was complete.
2. Cash Balance as of the reporting period is \$2,494,916 down from the previous month of \$2,599,954.
3. State aids receivable shows \$34,831. MDE made a large adjustment of \$112,758 on the 4/30
4. IDEAS report related to SPED.
5. Current year holdback balance is estimated at \$514,163 as of the reporting period.
6. The holdback amount is approximately 10% of total state aids. The remaining holdback amount will be paid back to the school in fiscal year 2024.
7. Revenues received at end of the reporting period –81.9%* Expenditures disbursed at end of the reporting period –79%

D. April Management Report

1. Reviewed the Management/Supplement Report. Noted: Cash Receipts 22-50218 and 22-50221 are May Cash Receipts.
2. April Contracted Services Report – Committee reviewed the Contracted Services Report. Services are at 63.4% of revised budget with YTD activity of \$385,148.

E. April Food Services Report

Committee reviewed the Food Services Report. Services are at 74.9% of revised budget with YTD activity of \$204,679 in revenue and \$160,858 in expenditures. Current budget showing a surplus of \$43,820.37. The committee clarified that any surplus funds are required to remain as dedicated funds for the food service program moving forward.

V. Next Meeting Agenda Input – Friday June 16th, 2023 @ 8:00 a.m.

Adjournment

The meeting was adjourned at 9:45 a.m.

Respectfully submitted,

Jennifer Linn, Executive Administrative Assistant