



## Finance Committee Meeting Minutes – August 14<sup>th</sup>, 2023

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

Committee Member	Position	Attendance
Joe Thomas	School Board Treasurer	Present
Bridget Merrill-Myhre	BerganKDV, Outsourced Controller	Present
Dan DeBruyn	Executive Director	Present
Mary Chaffin	Business Accounts Specialist	Present
Annalise Marberg	Parent Representative	Present
Jennifer Linn	Executive Administrative Assistant	Present

### I. Call to Order

The meeting was called to order at 8:00 a.m.

### II. Old Business

### III. On-Going Business.

#### A. 2023-2024 Finance Committee Goals

Goals for 2023-2024 will be established by the Finance Committee over the next two months.

### IV. New Business

#### A. Financial Reports

##### 1. June Financials – Summary of Key Financial Indicators

- a. Average Daily Membership (ADM) Overview – Budgeted 840: ADM, Revised: 855 (ADM), Actual: 857 (ADM) Note: The committee acknowledged that this number will likely go down once we reconcile our ADMs in light of concurrent enrollment. The School’s budgeted surplus for the year is \$0.
- b. The projected cumulative fund balance is \$2,695,387 or 24% of expenditures at fiscal year-end.
- c. Projected Days Cash on Hand for the projected fiscal year-end is 80 days, which is above 30-day minimum bond covenant.
- d. Projected Debt Service Coverage Ratio at fiscal year-end is 1.17. Above 1.10x meets minimum bond covenants.

##### 2. June Financial Statement Key Points

- a. As of month-end, 100% of the year was complete.
- b. Cash Balance as of the reporting period is \$2,342,437, which is slightly down from the previous month of \$2,351,445.
- c. State aids receivable is estimated to be \$834,818.
- d. Prior Year Adjustments of \$59,808 is primarily comprised of SPED and Concurrent Enrollment aid.

- e. Revenues received at end of the reporting period -100.2%
  - f. Expenditures disbursed at end of the reporting period -98.3%
3. June Management Report
- a. 99900354-9900359 are July checks.
  - b. 202202191 is an ABC bank account wire.
  - c. 202202249-202202255-202202257  
If anything is changed with a pending voucher (removed, payment type updated from wire to check/manual/single, etc.) It will not register that a prior number was unused and goes on to the next number. It is a known issue and is something Skyward has no urgency around fixing. Any number that is used even if it is a void will show up on reporting.
4. June Food Services Report
- The committee reviewed the Food Services Report. Services are at 111.7% of the revised budget with YTD activity of \$239,951.21 in revenue and \$206,364.73 in expenditures. The current budget shows a surplus of \$33,586. The committee clarified that any food service surplus funds are expected to end with a surplus, rather than a budgeted deficit of \$8k.
5. July Financials – Summary of Key Financial Indicators
- a. Average Daily Membership (ADM) Overview – Budgeted 890: ADM Actual: TBD
  - b. The school’s budgeted surplus for the year is \$0. A projected cumulative fund balance of \$2,695,387 or 23% of expenditures at fiscal year-end.
  - c. Projected Days Cash on Hand for the projected fiscal year-end is 71 days. Above 30 days meets minimum bond covenants.
  - d. Projected Debt Service Coverage Ratio at fiscal year-end is 1.27. Above 1.10x meets minimum bond covenants.
6. July Management /Supplement Report
- a. Committee reviewed the Management / Supplement Report. Noted: Total Cash Receipts - \$808,590.37
7. July Contracted Services
- b. Committee reviewed the Contracted Services Report. Services are at 10.3% of the revised budget with YTD activity of \$62,776.62.
8. July Food Services Report
- c. Committee reviewed the Food Services Report. Services are at YTD activity of total revenue of \$97.25.
9. USDA Foods Report Received
- d. Committee reviewed the USDA Foods Received Report for the Auditor  
This is submitted to MDE. Booked revenue against expenses. Received \$3,300 credit and \$7,300 is due to us. Beginning Entitlement amount is \$9,800.13 with an ending Entitlement balance of -\$831.32. Total Bonus Value and Total USDA Foods Value are \$10,631.45.
-

10. June Extracurricular Budget

It was noted that the extracurricular budget came in over budget by around \$150,000 was FY23. This includes the \$200,000 from the general fund and is likely due to much higher transportation and referee costs. The committee will be reviewing the extracurricular budget quarterly moving forward to monitor and potentially address changes in the midyear budget adjustments.

**B. Committee Membership**

Annalise was present for her last meeting. We have 3 candidates interested. We are waiting for 2 of them to return their candidate form to be considered. Candidates will be presented to the Board at the August 17 meeting in order to assign one new parent member.

**C. Update on Numbers for Field, Bid, and Payment Plan**

Peterson Companies has submitted a bid for the new Spectrum High School field. Prices are based on the plans and specifications they received via email, designed by Bloch Engineering dated 7/21/23.

Base bid \$132,320.00

Option A – Sod of Field - \$38,110.00

Irrigation system and 30 Sod Maintenance \$23,460.00

---

Proposed Total \$193,890.00 (+ 10%) = approx. \$214,000

The committee proposed approval by the School Board.

Construction is scheduled to start on Monday, August 21.

**D. Update on Field House and Performing Arts Center Plans and Timeline**

Plans are continuing to be developed. A design plan will be proposed to the Building Company and School Boards on Thursday, August 17 with the intention to proceed with construction costs and future bonding.

**E. FY24 Meeting Dates/Times**

The committee reviewed and approved the FY 24 Meeting Dates.

09.22.23, 10.13.23, 11.10.23, 12.15.23, 01.19.24, 02.16.24, 03.15.24, 04.19.24, 05.24.24

**F. Thank you, Annalise!**

The committee thanked Annalise for her service and wished her well! She has been an invaluable asset on the committee.

**V. Next Meeting Agenda**

A. The next scheduled meeting is on Friday September 22<sup>nd</sup>, 2023 @ 8:00 a.m.

1. Payout numbers from Leave Payout and Carryover Policy Implementation

**VI. Adjournment**

The meeting was adjourned at 9 a.m.

Respectfully submitted,  
Jennifer Linn, Executive Administrative Assistant

---