

## Regional District #4 – Joint Board of Education Finance Committee

### MINUTES

September 24, 2019

Members Present: Jennifer Clark, Mark Watson, Lon Seidman, John Stack  
Administration: Brian White, Kim Allen

Meeting called to order at 6:10 pm

- I. 2019-2020 Committee Objectives
  - To review Policy 3440 (Inventories), revised Business Office Procedures Manual and create a district-wide Student Activity Manual.
  
- II. Update on Legislature Changes
  - School districts can now deposit up to 2% of their annual appropriated budget into a non-lapsing account. Regional Board contributions remain at 1%.
  - Effective July 1, 2019, all local Boards of Education must post their expenditure reports on their websites and submit the same data to the local municipality quarterly. It was discussed that we currently post bi-monthly reports.
  - The joint board was advised that the Business Office would move from bi-monthly to monthly expenditure reporting in the 19-20 fiscal year.
  
- III. Policy 3440 Review (inventories)
  - Kim Allen reported that although she had requested an inventory from departments, more information was needed. Kim Allen will discuss next steps with Superintendent Brian White.
  
- IV. Discussion on Asset Management work and possible RFP
  - Discussion regarding what to inventory, how to inventory and who to inventory.
  
- V. Future Agenda Items
  - Health Reserve Account
  - Continued Asset Management & Inventories Discussion
  - Business Office Procedures Manual
  - Student Activity Fund Procedures Manual
  - Review of Report Formats and MUNIS Tutorial

Meeting adjourned at 7:55 pm.

Respectfully submitted.

Kim Allen

Administration