



**GENEVA COMMUNITY UNIT SCHOOL DISTRICT NUMBER 304  
227 NORTH FOURTH STREET, GENEVA, KANE COUNTY, ILLINOIS  
FINANCE COMMITTEE MINUTES**

The Board of Education Finance Committee met at 6:15 p.m. on Monday, January 14, 2019, at Geneva Middle School South, 1415 Viking Drive, Geneva, Illinois.

**1. CALL TO ORDER (Bylaws 0163 & 0164)**

The meeting was called to order at 6:15 p.m. by Mike McCormick.

Committee members present: Tom Anderson, Mike McCormick, Kelly Nowak.  
Absent: Dave Lamb.

Staff present: Todd Latham, Coordinator Business Services; Dr. Dean Romano, Assistant Superintendent Business Services.

Others present: Mark Grosso, Mary Stith, Leslie Juby, Jessica Breugelmanns.

**2. PUBLIC COMMENT (Bylaw 0167.3)**

None.

**3. APPROVAL OF MINUTES (Bylaw 0168.1)**

3.1 November 12, 2018

Motion by Nowak, second by Anderson, to approve the minutes as presented. Ayes, three (3) Anderson, McCormick, Nowak. Nays, none (0). Absent, one (1), Lamb. Abstained, none (0). Motion carried unanimously.

**4. DISCUSSION/CONSIDERATION (Bylaw 0155)**

4.1 3<sup>rd</sup> Quarter Financials

Dr. Romano shared that the district has been working on a new format for our Treasurer's Report. He shared the highlights of the new format in the November financials. The first change was that when it says "November" financial summary, we are actually looking at the "November" financial summary, and not the previous month. One highlight is that, on the report, there will be a box that shows what is still owed by the State of Illinois. Currently, the State owes us \$756,142. Another highlight on this summary is that we will be able to look back at last year's balances to compare against the current year. This will help us to see how we are trending and to see what might be different. Dr. Romano would like to bring this summary to the finance committee each month, which would eliminate the need for a quarterly report.

Comments, questions, concerns: I was nervous when you talked about making changes to this summary, but it makes sense now that you have explained the changes. It's sorted in alpha order, but could it be sorted by dollar amount? (We can do whatever the Committee would like.) As we move into December, we will change this for you. Will it be hard to change? (No.) When we are trending higher

than the previous year, does that mean there have been additional expenses and will we be okay? (It has to do with context. It will help us identify when something is different and to make a notation as to why the variance exists.)

#### 4.2 Interfund Transfer

Dr. Romano shared that most of the fiscal year employee payroll deductions cover Flex care expenses; however, from time to time usage and claims exceed the payroll contributions for the month or year. When this occurs, the district's past practice has been to loan the Flex Fund money until payroll contributions catch up with claims and usage. A loan is necessary to keep our financial account positive and not incur any fees. The transfer is a short-term loan repaid before the close of the fiscal year.

At this time, the district has experienced a larger volume of usage and claims during the month of December which will require the temporary transfer of funds. These funds will be repaid prior to the close of the year, as established within the attached resolution.

#### 4.3 ESSA Site-Based Reporting Update

Dr. Romano provided the committee with a brief review of the new reporting requirements found within the ESSA Site Based Accounting framework that must be implemented for the current fiscal year. As an overview, ESSA requires that State Education Agencies report on their Report Card: "The per-pupil expenditures of Federal, State, and local funds, including actual personnel expenditures and actual non-personnel expenditures of Federal, State, and local funds, disaggregated by source of funds, for each local educational agency and each school in the State for the preceding fiscal year."

Comments, questions, concerns: Will this be brought to the Board or Finance Committee? (Yes, down the road.) Will there be any context to explain this? (One thing that was brought up during ISBE meetings is that some programs have a higher cost or a lower student cost. They are trying to make sure that the costs associated with a specific building are captured, in particular with the staff and where the staff is located. We will have the opportunity to provide context in our report to the State.)

### 5. FUTURE AGENDA ITEMS

#### 5.1 February

- Auditor's Report
- CAFR
- Meritorious Budget Application

### 6. ITEMS FOR RECOMMENDATION TO FULL BOARD (Bylaw 0155)

Motion by Nowak, second by Anderson, to move item 4.2 forward to the full Board as presented. Ayes, three (3) Anderson, McCormick, Nowak. Nays, none (0). Absent, one (1), Lamb. Abstained, none (0). Motion carried unanimously.

### 7. INFORMATION

#### 7.1 Legislative Update

Nothing to report currently.

### 8. ADJOURNMENT

At 6:45 p.m., motion by Nowak, second by Anderson, and with unanimous consent, the meeting was adjourned.

APPROVED February 11, 2019  
(Date)

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David Lamb

CHAIRPERSON

SECRETARY Dr. Kent Mutchler

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Bonnie J. Johnson

RECORDING  
SECRETARY