

Finance Committee Meeting Agenda
Tuesday, January 19, 2016
7:00 P.M. – TEAO, Room 200

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- 2. Monthly/Year to Date Financial Reports – December 2015.....4**
- 3. Public Comment**
- 4. Review of 2016 Committee Goals**
- 5. FY 2016-17 Budget Development.....46**
 - a. Summary**
 - b. Revenue Analysis**
 - c. Revenue Assumptions**
 - d. Revenue Variances**
 - e. Projection Model**
 - f. Impact Items**
 - g. Key Dates**
- 6. Other**
- 7. Future Meetings to be held at 7:00 P.M. at the TEAO in Room 200**
 - a. Tuesday, February 16, 2016**
 - b. Tuesday, March 8, 2016**
 - c. Tuesday, April 12, 2016**
 - d. Tuesday, May 3, 2016**
 - e. Tuesday, June 7, 2016**

Committee Goals

1. Assist in the formulation and review of the District budget. Identify and review budget impact items.
2. Maintain the five year budget projection model using financial strategies and assumptions approved by the Committee.
3. Review fund balance commitment strategies for budget development and analyze the impact of the strategy for the future.
4. Identify the District’s finance and budget related information to be communicated to our community residents and work with the District’s communication contact to compose and distribute the information.
5. Support advocacy strategy to promote legislation related to improving the District’s financial and budget situation.
6. Work in conjunction with the Facilities Committee to maintain funding of the capital improvement plan.

Finance Committee Meeting Minutes

December 15, 2015
TEAO Room 200
7:30 P.M.

Attending all or part of the meeting:

Board Committee Members: Virginia Lastner, Chair, Kevin Buraks, Todd Kantorczyk, Roberta Hotinski

Other Board Members: Douglas Carlson, Rev. Scott Dorsey, Edward Sweeney, Kate Murphy, Michelle Burger

T/E School District Representatives: Dr. Rich Gusick, Dr. Andrea Chipego, Jeanne Pocalyko, Art McDonnell, David Francella, Dr. Wendy Towle, Mark Cataldi, Dr. Mike Szymendera

Other: None

Community Members: Douglas Anestad, Peg Layden, Neal Colligan, Jerry Henige, Ray Clarke, Barbara Jackson

Approval of Minutes:

- The Committee approved the minutes of the November 10th meeting with two minor revisions.

Monthly/Year to Date Financial Report – November 2015:

- Mr. Francella reviewed the Treasurer's reports for November 2015 and reported that due to the PA state budget impasse, subsidy payments are down approximately \$3M compared to the prior year. Local revenue and expenditures are consistent with the prior year.
- No update to pending tax appeals this month.

FY 2015-16 Update:

- Mr. McDonnell presented a projection for the 2015-2016 year compared to the approved budget. Revenues projected to slightly higher than budgeted and expenditures are projected to be under budget producing a projected deficit of less than \$250,000.

FY 2016-17 Budget Development:

- Mr. McDonnell presented several 2016-2017 budget projection models: the first without any tax increase that resulted in a deficit of \$4.7M; the second with an Act 1 tax increase of 2.4% (or approximately \$2.4M) that reduced the deficit to about \$2.4M; and the third with the Act 1 tax increase and estimated referendum exceptions tax increases for PSERS and Special Education expenditures which reduced the deficit further to about \$468,000.
- The Committee reviewed the 2016-2017 budget calendar and recommended sending a budget to the Board on January 4, 2016, that included revenues from the Act 1 index and referendum exceptions for their consideration.

Finance Committee Meeting Minutes

Public Comment:

- Douglas Anestad commented on the projection model and the 2016-17 budget.
- Ray Clarke commented on the projection model and the 2016-17 budget.
- Neal Colligan commented on the projection model and the 2016-17 budget.
- Barbara Jackson commented on the 2016-17 budget. .

Adjournment:

- The meeting adjourned at approximately 9:42 P.M.

Next Meeting:

The next meeting is Tuesday, January 19, 2016 at 7:00 P.M.

2016 – 2017 Budget Calendar

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<i>Date</i>	<i>Activity</i>	<i>Responsibility</i>
January 5, 2016	School District will make its FY2016-17 proposed Preliminary Budget available for public inspection (Deadline – 20 days prior to preliminary budget adoption on January 25, 2016)	Administration
January 8, 2016	<u>Act 1 Deadline</u> – School District to submit to PDE resolution indicating that taxes will not be raised above the Act 1 index if adopted at January 4, 2016 meeting (Deadline – 5 days after adoption)	Administration
January 15, 2016	School District will give public notice of its intent to adopt the FY2016-17 proposed Preliminary Budget (Deadline – 10 days prior to preliminary budget adoption on January 25, 2016)	Administration
January 19, 2016	Finance Committee Meeting	Finance Committee
January 25, 2016	Regular School Board Meeting – adopt the FY 2016-17 Preliminary Budget that could include eligible exceptions to the Act 1	School Board
January 27, 2016	<u>Act 1 Deadline</u> – for School Districts to adopt the FY2016-17 Preliminary Budget (Deadline – 90 days prior to election)	School Board
January 29, 2016	School Districts to submit Preliminary Budget Proposal to PDE for review if adopted at January 25, 2016 meeting (Deadline – 5 days after adoption)	Administration
February 1, 2016	<u>Act 1 Deadline</u> – for School District to submit information on tax increase to PDE on PDE form (Deadline – 85 days prior to election)	Administration
February 4, 2016	<u>Act 1 Deadline</u> – If filing for exceptions, School Districts publish notice of intent to file for exceptions with PDE (Deadline – no later than 7 days prior to filing for exceptions)	Administration
February 11, 2016	<u>Act 1 Deadline</u> – If seeking exceptions, School Districts must seek PDE approval for exceptions	Administration
February 11, 2016	<u>Act 1 Deadline</u> – for PDE to tell School District whether it needs to decrease tax increase or seek exceptions (Deadline – 75 days prior to election)	
February 16, 2016	Finance Committee Meeting	Finance Committee
February 22, 2016	Regular School Board Meeting	School Board

2016 – 2017 Budget Calendar

DRAFT

<i>Date</i>	<i>Activity</i>	<i>Responsibility</i>
February 26, 2016	<p><u>Act 1 Deadline</u> – School Districts that have not submitted for exceptions may submit a referendum question to the County Board of Elections seeking to raise taxes above the Act 1 index. If the District wishes to go above the index plus the amount of any exceptions, a referendum question must be submitted for inclusion on April 26, 2016 Primary Election ballot</p> <p><u>Act 1 Deadline</u> – School Districts must submit a referendum question regarding EIT to the County Board of Elections for inclusion on April 26, 2016 Primary Election ballot (Deadline – 60 days prior to election)</p>	School Board
March 1, 2016	<u>Act 1 Deadline</u> – for property owners to submit Homestead/Farmstead Applications	
March 2, 2016	<u>Act 1 Deadline</u> – Deadline for PDE to rule on School District request for referendum exceptions (Deadline – 55 days prior to election)	
March 7, 2016	<u>Act 1 Deadline</u> – If exceptions are denied by PDE, the School District may submit a referendum question seeking voter approval to increase the rate of taxes by more than the Act 1 index to County Board of Elections for inclusion on April 26, 2016 Primary Election ballot (Deadline – 50 days prior to election)	Administration
March 8, 2016	Finance Committee Meeting/Budget Workshop	Fin Cmte/Sch Board
March 28, 2016	Regular School Board Meeting	School Board
April 12, 2016	Finance Committee Meeting/Budget Workshop	Fin Cmte/Sch Board
April 25, 2016	Regular School Board Meeting– present and adopt Proposed Final Budget for FY2016-17. School Board must certify Proposed Final Budget complies with requirements of Section 687 of School Code (School Code Deadline – 30 days prior to adoption of the final budget)	School Board
April 26, 2016	Primary Election	
May 2, 2016	<u>Act 1 Deadline</u> – for PDE to notify School District of the amount of Property Tax Reduction Allocation. Deadline for county assessor to submit homestead/farmstead report to School District	
May 3, 2016	Finance Committee Meeting	Finance Committee

2016 – 2017 Budget Calendar

DRAFT

<i>Date</i>	<i>Activity</i>	<i>Responsibility</i>
May 9, 2016	Regular School Board Meeting	School Board
May 24, 2016	TE School Board will make its FY2016-17 Proposed Final Budget available for public inspection (School Code Deadline is 20 days prior to adoption of final budget)	Administration
Prior to May 31, 2016	<u>Act 511 Deadline</u> – If EIT Referendum passes, TE Board must adopt resolution levying EIT (Note– Requires advertising in newspaper of general circulation and legal journal one per week for three weeks prior to adoption)	School Board
May 31, 2016	<u>Act 1 Deadline</u> – Districts may, by resolution, reject the property tax reduction allocation from the PDE (Deadline – within 30 days of notification from PDE)	
June 1, 2016	<u>Act 511 Deadline</u> – If EIT referendum passes, DCED must receive notice from School Districts via certified mail of new EIT beginning July 1, 2016	School Board
June 1, 2016	Special Board Meeting – approval of 2015-16 Graduates.	School Board
June 3, 2016	<u>School Code Deadline</u> - The School Board must give public notice of its intent to adopt the FY2016-17 Final Budget (School Code Deadline is 10 days prior to adoption of final budget)	School Board
June 3, 2016	<u>Act 1 Deadline</u> – Notify PDE of rejection of property tax reduction allocation (Deadline - within 5 days of resolution adoption)	School Board
June 7, 2016	Finance Committee Meeting	Finance Committee
June 13, 2016	Regular School Board Meeting – adopt Final Budget for FY2016-17, tax levy, and resolution implementing the homestead/farmstead exclusion	School Board
June 28, 2016	<u>School Code Deadline</u> – School District must submit Final Budget to PDE (School Code Deadline is within 15 days of approval of Final Budget)	School Board
June 30, 2016	<u>School Code Deadline</u> – School Board must adopt FY2016-17 Final Budget by June 30, 2016. School Board must certify that the Final Budget complied with the requirements of Section 687 of the School Code	School Board

2016 – 2017 Budget Calendar
Activity

DRAFT
Responsibility

Date

June 30, 2016

School Code Deadline - School Board must adopt a resolution implementing the annual tax levy

School Board

June 30, 2016

Act 1 Deadline – School Board must adopt a resolution implementing the homestead/farmstead exclusion for the following tax year

School Board