

**Finance/Budget Committee Minutes**  
**August 11, 2020**  
**NRH In-Person & Virtual (Zoom) 6:30 PM**

**Members Present:** Bill MacDonald, Robin McNeil, Corinna Caron, Mark Guzzi, Leland Youngberg, Ryan Parker, Veronica Nicholson

**Members Absent:** St. Albans Vacancy

**Others Present:** Mike Hammer, Joe Chadbourne, Chris Easton, Ken Kealiher, Maxine Pare, Suzanne Nowinski

I. **Public Comment** - None

II. **Financials**

Full fiscal year 2020 financials were discussed; these are preliminary as the year end audit is currently underway. Due to moving to remote learning in March, a number of line items were underspent. Cost savings came in the form of reduced spending on supplies, professional services, reduced fuel expense, cost of officials and sports travel along with no need for substitutes. Food Service also was self-sustaining not requiring any funding from the general fund due to increased volume with home delivery of meals during the school closure. Food Service was also able to cover the cost to give a COVID Stipend to those staff members who supported Food Service from mid-March through June. As a result we underspent the budget by approximately 5%. We had budgeted to use fund balance to cover the bond payoff and reduce local assessments, but due to the underspending we did not have to reduce our fund balance. As noted above, this is all preliminary as the year end audit has not been completed.

III. **CARES Funds**

Mike discussed two buckets of federal funds that will be available to the District to cover COVID related expenses. First is a Coronavirus Relief Fund (CRF) which the District has \$1.6M available to spend, but all spending must be complete and items in service by the end of December of this year. The Administrative Team will work to create a proposal for use of these funds that must be approved by the DOE.

This must be submitted by the end of August but Mike is hoping to submit next week. Items on the list for use of these funds are staff professional development, PPE, signage, technology related items such as laptops and cameras, special services bus, vans, air controls, outdoor classrooms and classroom supplies. The second bucket of federal funds available is the Elementary and Secondary Education Relief (ESSER) funding. The District has roughly \$690k available under this program. The District has until September of next year to expend these funds. The spending under this program will be determined after the CRF funds are committed.

IV. **Audit Update**

RKO, our outside auditors, are onsite and remote this week reviewing our books for fiscal year 2020. We are working through the audit and anticipate the audit to be finalized in the fall.

V. **Other**

We have signed an agreement with Tyler Technologies to migrate to their Infinite Visions financial software. We will be working with consultants on setups for each of the modules (General Ledger, Payroll, HR, Purchasing, Employee Self Service, Content Manager) through the fall and plan for a go live date of January 1st.

VI. **Adjournment**

The meeting was adjourned at 7:20pm.

Respectfully submitted,

Joe Chadbourne, Business Manager