

Brookfield Board of Education
Finance Committee
Minutes - Regular Meeting, Tuesday, February 13, 2018

Members Present: Bob Belden and Jen Laden. Also present were Superintendent Dr. John Barile, Business and Operations Director Ken Post, and Accounting Supervisor Joan Reynolds.

Call to order: Meeting called to order at 6:18 by Mr. Belden.

Public Comment: None

Board of Education Financial Reports

January Financial Report: Mr. Post reported that Special Education costs for outplacements, transportation, and professional services continue to be over budget. The Committee discussed bringing a budget transfer request to the Board of Education if tonight's Town Meeting approves the requested special appropriation.

Check registers: The committee discussed the check register report and discussed the controls on the student activity checks.

Old Business

Munis payroll update: Mr. Post reported that we have now run 3 payrolls on Munis. The most recent payroll was run with no assistance from Munis or the Technology staff. The committee discussed separation of duties and other control measures.

2018-2019 Proposed Operating Budget: The committee discussed the Board of Finance's request for a list of items the Board of Education would like to add to its budget if given the opportunity. Dr. Barile added that he plans to share a five year planner with the full Board of Education in March.

Capital Project Update: Mr. Post reported on the status of all of the 2015-2016 approved capital projects.

New Business:

Western Connecticut Superintendents Association (WCSA) regional efficiencies group:

Mr. Post reported that this group of Superintendents and Business Managers was formed to explore opportunities to work together and find efficiencies and save money. The group has met twice and is targeting Special Education transportation and technology as the first areas to explore.

Audit Update: Mr. Post reported the audit is going well. He and his staff have responded to all requests from the auditors and he has not been made aware of any findings.

Miscellaneous Discussion:

Town Meeting: The Committee discussed the Town Meeting presentation.

Student Activity Accounts: The Committee requested an update on the student activity accounts at its next meeting. Dr. Barile added that a Board of Education member needs to be appointed as Treasurer of the Student Activity Account.

Balance Sheet Accounts: The Committee requested an update on the progress of establishing and reconciling balance sheet accounts at its next meeting.

Adjournment: 6:56PM

Respectfully submitted

Kenneth J. Post
Director of Business Operations