

*PCA Citizens Budget Oversight Committee  
Meeting Minutes  
November 18, 2021  
Meeting was conducted through a Zoom Video Call*

Present: Bill Bentz, Richard Riggs, Brandon Paris, Rachael Straightiff, Denise Stouffer, Kale English

Revenue:

- The school has received 76.76% of its expected funding as of September 30<sup>th</sup>, 2021.
- State Unit Formula (05213) has decreased approximately \$27,000 due to staffing changes. Before December 1<sup>st</sup>, the State of Delaware periodically regenerates the state unit formula due to shifts in staffing, which will reflect in funding. PCA is projected to have additional revenue in the category with health insurance and degree level changes.
- Food Service (91100/92102) is projected to have an increase of approximately \$157,000 due to the Summer Feeder Program for free student meals throughout the meal.
- Local Special Funds was decreased by approximately \$50,000 due to a reduced number of field trips, aftercare, sports, etc. As this is a money in and money out section, expenses will decrease with revenue.
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Expenditures:

- PCA is 33% into the school year and overall expenditures are at 27.93% which is approximate 5.4% under the actual percentage for this month. Last month PCA's expenditures were at 22.18%, which was 2.82% under the actual percentage.
- In the Transportation Department, expenditures are currently at 23%.
  - The insurance account (55452) was added for \$24,373 for vehicle insurance in FY22.
- In the Cafeteria Department, expenditures are current at 28%.
  - The food supplies account (56111) was increased by approximately \$120,000 due to the cost of food increasing.
- Insurance (55452) was decreased by approximately \$36,000. This is due to vehicle insurance being charged to transportation and a decrease in the FY22 insurance premium.
  
- Based on the preliminary budget for FY22, PCA has a surplus of \$30,616.64
- The PNC Bank Statements were reviewed for this month.
- PCard Reconciliation was reviewed for this month.
  - It is important to note that this will be the last PCard Reconciliation with this card due to fraudulent charges not related to PCA. A new PCard has been issued to PCA and JP Morgan is disputing fraudulent charges.

**Next Meeting: December 16, 2021 at 2:00pm**