

# Sanborn Regional School District

## Finance Committee Minutes

Sanborn Regional High School, 17 Danville Road, Kingston, NH

Wed May 8, 2019 – 4:30 PM

*Committee Members: Jim Baker, Electra Alessio, Jamie Fitzpatrick, Michele Croteau*

### **Attendees:**

Jim Baker, Committee Chair  
Jamie Fitzpatrick, Committee Member  
Matt Angell, Office Manager  
Annie Collyer, Community Member

### **Call to Order:**

Committee meeting began at 4:27

### **Review of Minutes:**

Jamie Fitzpatrick moved to accept the minutes as written, Jim Baker second, all in favor.

### **Auditor Bid:**

Matt Angell reviewed the responses to the [Auditor Bid](#). General discussion regarding the bid responses. Matt asked the committee to select an auditor. Jim Baker moved to accept Vachon Clukay's bid, provided they provide a management letter, Jamie Fitzpatrick second, all in favor.

### **Revolving Fund Balance:**

Briefly discussed the [Trust & Revolving Funds Balance Summary](#). The Auditorium Manager position was brought up. Matt will research this and respond.

### **April 2019 Budget Reports:**

Matt Angell explained the collection process for revenues from the town and the remainder left for this fiscal year. General discussion regarding this process. Expenditures were also reviewed. Matt asked the committee to think of other information they would like provided in these reports. Discussed problems that had occurred with previous reports. Matt has changed the reporting process so that in future these problems will not occur.

[April 2019 Financial Analysis](#)

[April 2019 Expenditure Report, Health/Dental Summary](#)

[April 2019 Expenditure Report, Excluding Health/Dental](#)

[April 2019 Revenues](#)  
[Expenditures through May 6, 2019](#)

**Discussion of Current Year Budget Funds for Middle School Relocation:**

[Memorandum - Building Improvements](#)

Matt Angell discussed extra funds remaining in the budget for this fiscal year and requested some building improvements that he would like to use to expend those funds so as not to tax for them in the future. Matt is going to get quotes of associated costs for the committee. The committee has also asked Matt to report what will be left over to go back to the taxpayers. The Contingency Fund was brought up and there was discussion regarding how it can be funded. Jim Baker has requested the year end funds available to return to the taxpayers, the total cost of projects, and an estimate of what a reasonable contingency or overage would be on those projects.

**Other:**

Jamie Fitzpatrick & Matt Angell to go over Jamie's questions, emailed last week, after this meeting.

Next Meeting: June 12, 2019 @ 4:30pm

**Jim Baker motioned to adjourn @5:35 PM, Jamie Fitzpatrick second, all in favor.**