



Gateway Lab School Citizen's Budget Oversight Committee Minutes

DATE: Tuesday, October 20, 2015

LOCATION: Main Office – Gateway Lab School, Wilmington, DE 19808

Present: Pam Draper, Dorcell Spence, Ray Pendley

Absent: Nate Schwartz, Linda Smith

- I. Come to Order & Roll Call - Meeting called to order at 5:40 p.m.
- II. Approval of July Minutes - Approved
- III. Review of September 30, 2015 Financials

A. Dorcell Spence provided an overview of the new budget format designed for staff who have oversight of specific budgeted areas (Principal, Tech Coordinator, Nurse, Building Supervisor). Employees with oversight of those areas receive a monthly update of the budget areas for which they have oversight. The new budget format drills down to the vendor level and aids in better financial planning and oversight

B. Ms. Spence provided an overview of the Federal budget page which shows the disbursement of federal funds by grant, year, expiration date and allocation. This new format drills the budget down to the vendor level.

C. The committee reviewed the Web report: (see Budget Highlights)
- 25% of the year has passed.

IV. Update of Preliminary Budget for 2015-2016 – D. Spence/Pam Draper

- A. Assumptions have been firmed up with the finalization of the student count and teacher degree and years of experience.
- B. Based on the assumptions the budget is entirely sustainable and there is \$141,253 unallocated.
- C. The school's budget shows a differential of \$175,577. Once the final numbers on staff, health insurance and transportation is adjusted, the budget should show a positive balance of \$141,253.
- D. The additional October 1st budget highlights was reviewed. This provides an explanation of why the units have increased with the same number of students (212).
- E. Despite the favorable picture, the school must consider the possibility of lower per pupil amount from Christina or other districts and how that might impact the budget for next school year.

V. Pupil Accounting & Staffing - Final

- A. Pam Draper shared that the final, validated enrollment for this school year is 212. Revenue increased over last year with the same number of students due to an increase of needs-based funding and more students classified as intense or complex.
- B. All Staff hiring is complete.

VI. Salary Policy Discussion - Ms. Draper shared that the increase in unallocated revenue will allow for an increase in salaries for the 2015-2016 school year. A proposal will be presented to the board at the November board meeting.

VII. FY2015 Audit Results

- A. Ms. Draper shared the results of the 2014 audit completed by Barbacane and Thornton. The school received a clean audit with no exceptions and no recommendations. Pam Baker from Barbacane & Thornton will provide the results of the audit to the board at tonight's board meeting.

Other comments:

Ms. Spence inquired whether the activities in the strategic plan have been costed out. Ms. Draper and Ms. Spence will work on providing a dollar amount for each area of the strategic plan.

Meeting adjourned: 6:40 pm

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Gateway Lab Budget Highlights:
For the Month Ending September 30, 2015

- 25.0% of the year is complete:
 - The Expenditure Detail Report reflects 21.7% of the budget for all funding sources has been expended, while the ratio for State and Local funding reflects 22.1%.
 - The Web Report reflects 21.7% of the budget for all funding sources has been obligated and expended, while the ratio for State and Local funding reflects 22.1%.
- 6 of 26 payrolls have been expended for a ratio of 23.1%
 - State and Local Payrolls—based upon the time period completed 22.4% and 21.2% of salary and OEC have been expended.
- Contingencies:

○ Unallocated	\$141,253.00
○ 2% Contingency	86,686.47
○ Summer Pay	387,228.00
○ Strategic Plan	358,799.00

Notes:

- The State funds calculation is based upon a unit calculation for 212 students and 25.53 units.
 - The reconciliation differential is \$175,577 due to the following:
 - Staff turnover
 - New staff health insurance not billable until the second paycheck in December
 - The use of the higher approved September Health Insurance rate
 - Transportation eligible students
- The Local funds billing as of 10/1/15 was calculated based upon 212 students.