

**Town of Columbia
FISCAL POLICY BOARD
Regular Meeting Minutes
April 13, 2011**

8:30 A.M.

Horace W. Porter School Conference Room

Members Present: Bev Ciurylo-Fiscal Manager, Francine Coss-Superintendent, Jonathan Luiz-Town Administrator, William Mulcahy-Board of Education Member, Earnest Sharpe-FIPAC Chairman, Carmen Vance-First Selectman

Staff Present: Karen Johnson-Superintendent's Secretary

I. Call to Order

B. Ciurylo called the April 13, 2011 Fiscal Policy Board meeting to order at 8:30 a.m.

II. Approve Regular Meeting Minutes of March 9, 2011

E. Sharpe **MOVED** and W. Mulcahy **SECONDED** to approve the March 9, 2011 regular meeting minutes as presented.

MOTION CARRIES: 6-0

III. Correspondence - None

IV. Old Business

A. Fiscal Year 2010/2011 Budget – Board members discussed excess tuition costs.

V. New Business

A. Fiscal Year 2011/2012 Budget – Board members discussed:

- proposed cost for the updated Math Program (approximately \$77,000 for books and supplemental information with additional training costs, costing no more than \$100,000 with funds being used from the 2010/2011 budget)
- open space
- possible cancellation of capital projects
- options should state funding be reduced after the budget has been approved
- grant dollars and grant spending deadlines
- Minimum Budget Requirement

VI. Fiscal Department – Mrs. Ciurylo and Mr. Luiz reported it is their inclination to stay with the present software company, Business Management Systems, Inc. (BMSI). BMSI has promised improvements to their product including training, electronic purchase orders, and forecasting capabilities. The Board discussed methods for forecasting. Mr. Mulcahy would like the Superintendent to use BMSI for forecasting. He feels software can do a lot for you and it is a good tool to use for monthly reporting. Mrs. Coss and Mrs. Ciurylo have been organizing Board of Education budget line items. The Superintendent would like to cross check and support estimated numbers using BMSI forecasting capabilities. Mr. Luiz prefers to project number variances without software. He considers what will be spent throughout the year and focuses on subjective purchasing and uncertainties. Quarterly budget projection reports are prepared for FIPAC. Mr. Sharpe feels projecting with BMSI software is totally unnecessary.

VII. Audience

VIII. Other – Mr. Sharpe explained it is his right and job as FIPAC Chairman to understand how school funds are spent. The Board of Education transfers leftover line item funds at the end of each year and there is a rush to spend this money. There was no detailed information provided by the Board of Education for the January 19th Tri-Board meeting. FIPAC was expecting projections, budget analysis information and explanations for possible line item excesses and how the Board of Education anticipated spending these funds. Mrs. Coss explained that deliberate and planned prioritized purchases are made if there is leftover funding at the end of the year. For next year's FIPAC meeting, the Board of Education will prepare a descriptive report that is similar to the capital spending report format. Ms. Vance said there is the assumption that the Board of Education budget is padded and there are funds included in the 2011/12 budget that are not needed.

IX. Adjournment

W. Mulcahy **MOVED** and J. Luiz **SECONDED** to adjourn the meeting at 9:37 a.m.

MOTION CARRIES: 6-0

Next meeting: May 11, 2011

Respectfully submitted,

Karen Johnson, Superintendent's Secretary