

**Business Office Update
 March 29, 2016 Meeting**

FOIA Requests

- The district received a commercial FOIA request from “SmartProcure”. SmartProcure requested electronic purchasing records from 9/28/15 through the current date (3/14/16).
- IBEW 150 – Requested the names and addresses of vendors that bid on the “Summer 2016 Lighting Project”

Budget Amendment

- The only change between the adopted budget and the amended budget is an increase of \$200,000 in the amount being transferred to the Capital Project Fund. The transfer is \$650,000 instead of \$450,000 that was in the original budget.
- The budget, after the budget amendment, is balanced per Board Policy 4:20: A copy of the calculations are attached. I ran the calculations using the following scenarios:
 - all funds except the Capital Projects Fund
 - the PMA Operating Funds (Education, O&M, Transportation, IMRF, Tort, and Working Cash)
 - the ISBE Operating Funds (Education, O&M, Transportation, and Working Cash)
- A copy of the proposed “Amended FY2016 Budget” is attached to the agenda.

FY 2016 BUDGET AMENDMENT SCHEDULE

3/29/2016	Review of tentative budget. Board approval to put tentative budget on public display.
3/31/2016	Place legal notice of Public Hearing on the budget in newspaper. Public notice of availability of tentative budget published at least 30 days prior to adoption by the Board, ILCS 5/17-1
5/23/2016	Public Budget Hearing and Budget Adoption. Last day to adopt the annual budget is September 30, 105 ILCS 5/17-1
May/June	Within 30 days of the budget adoption, the annual budget must be: <ul style="list-style-type: none"> • Filed with the County Clerk • Transmitted electronically with a deficit reduction plan (if necessary) to ISBE • Posted on the District Website • Parents and guardians notified of budget's availability (105 ILCS 5/17-1, 105 ILCS 5/17-1.2, 35 ILCS 200/18-50)

Summer Projects: Paving/Drainage & Lighting

- The district has received the building permits from the Lake County Regional Office of Education for the “Electrical/LED Lighting” and the “Paving/Site Work” projects.

Millburn Middle School Roof

- I recently received the estimate of the cost to repair the roof at Millburn Middle School that was damaged in the wind storm on February 19, 2016. Initially, I thought that only one section of roof was damaged. After inspection, it was determined that four sections of roof were damaged by the wind.
- At this point, it appears that the repairs will be covered by our liability insurance carrier. The estimate for repairs is \$17,300. Our deductible is \$2500.

Life Safety Plan

- The Life Safety Plan has been submitted to the Lake County Regional Office of Education (ROE) for their approval. Once it is approved by the ROE, it will go to the state level for final approval.

NavigatePrepared

- Millburn has joined High School District 117 and other area school systems in purchasing the NavigatePrepared service. This is a product that is endorsed by the Illinois School Board Association.
- This puts all of the necessary information for staff and first responders into one location that is accessible by a phone app or an iPad app. While everyone won't have access to the entire plan, it does include flipcharts for the staff so they are reminded of district procedures, virtual binders that include emergency plan information, call lists, maps, floor plans, and the ability to provide live video feeds to the first responders.

Donations

- A donation was received from Abbvie Employee Giving in the amount of \$260.

Activities

- On March 11, 2016, I attended the IUPC (Gas/Electric Cooperative) meeting. The Cooperative has done a good job of purchasing and saving money for the district overall. There are some months that we could have saved by being in the market, but more often, we would have lost.
- On March 11, 2016, I also attended the Northeast Illinois Association of School Business Officials (IASBO) meeting. The guest speaker was Dr. Michael Jacoby who is the Executive Director of IASBO. Among other things, he spoke about the proposed changes to the school funding formula as proposed by the member organizations in Vision 20/20.
- On March 22, 2016, I was trained regarding the process to load our data onto the NavigatePrepared website.

FY 2016 BUDGETED REVENUE & EXPENSES - CASH BASIS

As presented on August 10, 2015

	REVENUE	TRANSFER	EXPENSES	SURPLUS - DEFICIT
EDUCATION * #	\$12,873,630	(\$450,000)	\$12,354,715	\$68,915
O & M * #	\$1,332,983	\$57,300	\$1,383,660	\$6,623
DEBT	\$2,648,710	(\$2,300)	\$2,625,500	\$23,210
TRANSP * #	\$1,213,891	(\$55,000)	\$1,005,585	\$153,306
IMRF *	\$620,216	\$0	\$590,353	\$29,863
CPF	\$6,100	\$450,000	\$1,101,000	(\$644,900)
TORT *	\$174,839	\$0	\$174,000	\$839
WORKING CASH * #	\$102,338	\$0	\$0	\$102,338
TOTAL	\$18,972,707	\$0	\$19,234,813	(\$259,806)
ALL FUNDS EXCEPT CPF	\$18,966,607	(\$450,000)	\$18,133,813	\$385,094
* PMA OPERATING	\$16,317,897		\$15,508,313	\$361,884
# ISBE OPERATING	\$15,522,842		\$14,743,960	\$331,182

FY 2016 BUDGETED REVENUE & EXPENSES - CASH BASIS

With recommended changes on August 24, 2015

	REVENUE	TRANSFER	EXPENSES	SURPLUS - DEFICIT
EDUCATION * #	\$12,873,630	\$0	\$12,354,715	\$518,915
O & M * #	\$1,332,983	\$57,300	\$1,383,660	\$6,623
DEBT	\$2,648,710	(\$2,300)	\$2,625,500	\$23,210
TRANSP * #	\$1,213,891	(\$505,000)	\$1,005,585	(\$296,694)
IMRF *	\$620,216	\$0	\$590,353	\$29,863
CPF	\$6,100	\$450,000	\$1,101,000	(\$644,900)
TORT *	\$174,839	\$0	\$174,000	\$839
WORKING CASH * #	\$102,338	\$0	\$0	\$102,338
TOTAL	\$18,972,707	\$0	\$19,234,813	(\$259,806)
ALL FUNDS EXCEPT CPF	\$18,966,607	(\$450,000)	\$18,133,813	\$385,094
* PMA OPERATING	\$16,317,897		\$15,508,313	\$361,884
# ISBE OPERATING	\$15,522,842		\$14,743,960	\$331,182

FY 2016 BUDGETED REVENUE & EXPENSES - CASH BASIS

With recommended changes 3-29-16

	REVENUE	TRANSFER	EXPENSES	SURPLUS - DEFICIT
EDUCATION * #	\$12,873,630	\$0	\$12,354,715	\$518,915
O & M * #	\$1,332,983	\$57,300	\$1,383,660	\$6,623
DEBT	\$2,648,710	(\$2,300)	\$2,625,500	\$23,210
TRANSP * #	\$1,213,891	(\$705,000)	\$1,005,585	(\$496,694)
IMRF *	\$620,216	\$0	\$590,353	\$29,863
CPF	\$6,100	\$650,000	\$1,101,000	(\$444,900)
TORT *	\$174,839	\$0	\$174,000	\$839
WORKING CASH * #	\$102,338	\$0	\$0	\$102,338
TOTAL	\$18,972,707	\$0	\$19,234,813	(\$259,806)
ALL FUNDS EXCEPT CPF	\$18,966,607	(\$650,000)	\$18,133,813	\$185,094
* PMA OPERATING	\$16,317,897	(\$647,700)	\$15,508,313	\$161,884
# ISBE OPERATING	\$15,522,842	(\$647,700)	\$14,743,960	\$131,182