

## **Business Office Update March 11, 2013, 2013 COW Meeting**

### **Donations**

- The following donations were received by the district:
  - The district received a donation of \$128.34 from the Abbott Employee Giving Campaign (4 Abbott Employees).

### **Cash Flow**

- The district issued a Tax Anticipation Warrant (TAW) in the amount of \$500,000 on February 27, 2013. Based on anticipated March revenue, I anticipate that we will issue a second \$500,000 TAW so we can meet the March 22, 2013 payroll. The TAW's are a short-term borrowing mechanism that allows the district to borrow against the June & September property tax revenue.

### **Health, Dental, Vision & Life Insurance Rates for 2013-14**

- The Cooperative 90's board met on February 27, 2013 and set insurance rates for the period from June 1, 2013 through May 31, 2014.
  - Health Insurance PPO – 2% rate increase
  - Health Insurance HMO – 4.3% increase
  - Dental Insurance – 2.5% increase
  - Vision Insurance – NO increase
  - Life Insurance – NO increase

### **Food Service**

- The district was selected to have their menus reviewed based on the new nutrition guidelines. Three areas were identified as needing improvement:
  - Make sure that the nutrition information is available to confirm that the minimum weekly requirement for meat/meat alternate will be met.
  - Maintain accurate nutrition information to support the calories and saturated fat.
  - Add missing reimbursable meal choices to the worksheet.
- Manufacturers have started to change their products to meet the new guidelines. Some of the information provided didn't match the current product labels. Missing reimbursable meal choices consist of any ala carte items that students can select instead of the published menu and still meet the guidelines for a reimbursable school lunch.
- All items have been addressed and corrected so that the district will be in compliance with the nutrition guidelines.

### **Summer Projects**

- I plan to have a preliminary list of summer projects for the board to review and discuss at the April 10, 2013 meeting of the Committee of the Whole.

## **FY 2014 Budget Preparation**

- The administration has already started reviewing the various components that will make up the FY 2014 budget that the board will approve in September, 2013.
- Attached for your review is a copy of the district calendar that is used for the development of the budget and annual property tax levy.

## **Building & Grounds Update**

- The problem with the fire alarm being activated for no apparent reason has been corrected at Millburn Elementary School. A water pressure sensor, several smoke detectors, and a circuit board have been replaced.
- Tune-ups for all of the district boilers have been completed. The paperwork for the rebate will be submitted so that the district can obtain a rebate from the Utility company for this work.
- The water in the boilers at Millburn Elementary has been treated with chemicals to reduce corrosion in the boilers. We will also be treating the water in the boilers at Millburn Middle School.
- One of the two chlorinator pumps at Millburn Elementary was replaced.
- The secondary water filtration system at Millburn Elementary has been repaired. The only thing remaining is replacement of a overload switch that is on order.
- The emergency generator at Millburn Elementary was tuned up and a bad switch was replaced.
- Dishwashers at both buildings were cleaned and repaired.
- Scoreboards at Millburn Elementary and Millburn Middle School were repaired.
- The kilns at both Millburn Elementary and Millburn Middle School were repaired.

## **Professional Activities:**

- Attended the Northeast Illinois Association of School Business Manager's meeting on February 15, 2013. PMA Financial gave an "Economic and Bank Sector Update"
- Attended the Coop 90's Health Insurance Cooperative meeting on February 27, 2013
- Attended the Lake County Personnel Administrators meeting on February 28, 2013 and participated in the third state webinar on the new Employee Information System.

**Millburn School District #24**  
**Budget Calendar**  
Updated 2/13/2013

<b>JANUARY</b>	<b>RESPONSIBLE</b>
Complete Enrollment Projections	Superintendent/Business Office
<b>FEBRUARY</b>	
<b>Committee of the Whole Meeting</b> • Budget Projection Presented to Board of Education	PMA/Superintendent/Business Manager
<b>MARCH</b>	
<b>Finance Committee Meetings</b> • Review FY13 budget calendar • Review Enrollment Projection • Review Budget Projection • Review status of current FY12 budget	Finance/Facilities Committee
<b>Committee of the Whole Meeting</b> • Review FY13 budget calendar • Finance Discussion	Board of Education
<b>MARCH/APRIL</b>	
<b>Administrative Meetings</b> • Discuss FY13 budget process • Review FY11 & FY12 expenditures • Begin gathering data for development of the FY13 budget	Administrative Team
Deadline for final purchases and blanket orders for FY12 budget	Business Office
<b>APRIL</b>	
<b>Finance Committee Meetings</b> • Review FY12 budget revision (if needed) • Review 1st Draft FY13 Budget	Finance Committee
Finalize 2011 pay 2012 Tax Levy Rates	Business Office
<b>APRIL - JUNE</b>	
Work with administration for any purchasing emergencies	Business Office
<b>MAY</b>	
<b>Committee of the Whole Meeting</b> • Review FY12 budget revision (if needed) • Review 1st Draft FY13 Budget	Board of Education
Place legal notice of Public Hearing on the Revised FY12 budget in newspaper (if needed) (Public notice of revised budget needs to be published at least 30 days prior to adoption by the Board, 105 ILCS5/17-1)	Business Office
<b>Finance Committee Meetings</b> • Review FY12 budget revision (if needed) • Review 2nd Draft FY13 Budget	Finance Committee

<b>JUNE</b>	
<b>Committee of the Whole Meeting</b> • Review 2nd Draft FY13 Budget	Board of Education
<b>Finance Committee Meetings</b> • Review 3rd Draft FY13 Budget	Finance Committee
<b>Board of Education Meeting</b> • Public Hearing on the FY12 Revised Budget (If needed) • Adopt FY12 Revised Budget (if needed)	Board of Education
<b>JULY</b>	
<b>Committee of the Whole Meeting</b> • Review 3rd Draft FY13 Budget	Board of Education
<b>Board of Education Meeting</b> • Presentation of Tentative FY13 Budget to Board	Board of Education Business Office
<b>AUGUST</b>	
Place legal notice of Public Hearing on the Tentative FY13 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	Business Office
<b>SEPTEMBER</b>	
<b>Board of Education Meeting</b> • Public Hearing on the FY13 Budget • Board adoption of the FY13 Budget (Last day to adopt the annual budget is the end of the FY quarter, which is September 30, 105 ILCS 5/17-1)	Board of Education
<b>OCTOBER</b>	
Within 30 days of the budget adoption, the annual budget must be: • 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)	Business Office
• Develop 2012 Truth in Taxation Notice • Board of Education & Finance Committee Meeting to review preliminary financial data for upcoming budget	Business Office
<b>NOVEMBER</b>	
<b>Board of Education Meeting</b> • First reading of the 2012 pay 2013 Tax Levy • Approval for publication of the "Truth in Taxation Statement"  (Estimated property tax levy must be presented to the Board at least 20 days prior to the adoption of the property tax levy, 35 ILCS 200/18-60)	Board of Education

<b>NOVEMBER/DECEMBER</b>	
<ul style="list-style-type: none"> <li>• Publish 2012 Truth in Taxation Notice of Public Hearing (Published no more than 14 days nor less than 7 days prior to the date of the hearing, 35 ILCS 200/18-80)</li> </ul>	Business Office
<b>MID-DECEMBER</b>	
<b>Board of Education Meeting</b> <ul style="list-style-type: none"> <li>• Review and discuss tentative FY2014 Budget objectives</li> <li>• Hold 2012 Truth in Taxation Hearing</li> <li>• Adoption of Tentative 2012 Tax Levy</li> </ul>	Board of Education
<ul style="list-style-type: none"> <li>• Certificate of Tax Levy (ISBE 50-02) must be filed with county clerk on or before the last Tuesday in December (105 ILCS 5/17-11 and 35 ILCS 200/18-15. NOTE: Last Tuesday is December 25)</li> </ul>	Business Office