

**Business Office Update
May 8, 2017 Meeting**

Amended FY 2017 Budget

- Dr. Lind and I are recommending that the board authorize amending the FY2017 budget to transfer \$200,000 from the Education Fund resulting a transfer of \$150,000 to the Capital Projects Fund and \$50,000 to the Operations and Maintenance Fund. The amended budget also shows a reduction in expenditures of \$344,000 from the budget adopted in September, 2016.
- The board will need to review the FY 2017 Budget and approve placing the budget on public display at the May 22, 2017 board meeting.
- A legal notice of Public Hearing will be placed in the Daily Herald on May 24, 2017. The public hearing will be held on June 26, 2017.
- The Board will need to hold a public hearing on June 26, 2016 to allow the public to comment on the FY 2017 amended budget. After the public hearing, the board will act on the recommendation to adopt the FY2017 amended budget for Millburn CCSD 24.
- A copy of the budget will then be filed with the Lake County Clerk within 30 days of adoption.

Public Hearing for Inter Fund Transfer from Transportation to Operations & Maintenance

- At the June 26, 2017 board meeting, the board will also need to hold a hearing to allow public comment regarding the transfer of \$150,000 from the Education Fund to the Operations and Maintenance Fund for capital improvement purposes. This hearing can be held in conjunction with the “FY 2017 Amended Budget Hearing.”

Resolution for Inter Fund Transfers

- At the June 26, 2017 meeting, the Board will be asked to approve resolution(s) that authorize the
 - Transfer of \$200,000 from the Education Fund to the Operations & Maintenance Fund
 - Transfer of \$150,000 from the Operations & Maintenance Fund to the Capital Projects Fund

School Meal Prices for 2017-18

- I will be recommending that the district increase the student lunch price from \$2.75 to \$2.85 and the adult lunch price from \$3.35 to \$3.45
- No increase in the milk price is recommended. The current price of milk is \$0.60 per carton.

Food Service Administrative Review

- The Illinois State Board of Education will be conducting an administrative review of the district National School Lunch Program May 17-19, 2017.

Food Service Bid

- The Food Service Bid for a management company has been issued and the legal notice was published in the newspaper on May 2, 2017.
- A Pre-Bid Meeting will be held at Millburn Elementary School at 1:30 p.m. on May 12, 2017.
- The Bid opening will be held at 1:30 p.m. on May 31, 2017
- I will need to submit my recommendation and the supporting documentation to the School Nutrition Division of Illinois State Board of Education (ISBE).
- Once the ISBE signs off on the recommendation, the recommendation will be presented to the Millburn Board of Education for approval of the contract.
- I am anticipating that we will need to have a special board meeting immediately prior to the June 12, 2017 Committee of the Whole meeting for approval of the Food Service Contract.

Financial Software Migration Update

- The initial data from the current financial system has been transmitted to Specialized Data Systems, Inc. (SDS)
- Training for the business office staff is scheduled for the following dates
 - May 24-26, 2017 – Financial Training
 - June 8-9, 2017 – Payroll time card entry webinar
 - June 11-12, 2017 – Payroll training on-site
- June 3, 2017 - Final data will be transmitted to SDS. At this point, no additional revenues and expenditures can be processed through the current financial system.
- June 8, 2017 – Revenues and expenditures will be processed through the SDS software.
- June 16, 2017 – First payroll will be issued using the SDS software

Activities

- April 12, 2017 - Laura Sikorski and I participated in a webinar reviewing the annual Transportation Claim Process
- April 26-28, 2017 – I attended the IASBO annual conference in Peoria, IL I attended sessions dealing with the following topics
 - Surviving an IRS Wage Audit
 - Dealing with difficult people
 - Transparency in spending public funds
 - Maximizing your Medicaid revenue
 - Illinois' fiscal situation
 - Lessons learned from Sandy Hook
 - Purchasing requirements with regard to bidding
 - New laws
 - State legislative update