

**Goffstown School District**  
**November 6, 2017**  
**Administration and Finance Committee Meeting**  
**Goffstown High School – Media Center**  
**27 Wallace Road, Goffstown NH 03045**

**Committee Members Present:**

Dan Cloutier  
Heather Trzepacz  
Lorry Cloutier

**Administration Present:**

Ray Labore, Business Administrator

**New Boston SB Representative:**

None

**Budget Committee Member Present:**

None

**Call to Order:**

The meeting was called to order by Dan Cloutier at 6:30PM.

**Approval of October 16, 2017 Committee Minutes:**

Minutes for this meeting were not distributed to the committee members. Members agreed to address these minutes at their next scheduled meeting on November 20, 2017.

**2017-2018 Fund Balance Status Review**

The business administrator presented a worksheet detailing the current status of encumbrances, management reserves and capital project fund balance. Projections of residual funds balance were also discussed with the committee.

<b>Goffstown School District</b>			
<b>2017-2018 Fund Balance Review</b>			
<b>11/6/17 A&amp;F Committee Meeting</b>			
Unreserved Fund Balance is comprised of Expenditure Budget underrun, Revenue Budget over collection and Fund Balance Adjustments. Following summary looks at Fund Balance status for Nov 2017.			
		Commitments	
	Amount	/ Spending	Balance
<b>Fund 11 Encumbered Balance</b>	\$ 1,908,387	\$ 1,193,039	\$ 715,348
Spending Includes 2.5% contingency and Text Purchases And Board Approved Menu Items like Server room AC. MVMS Gym Floor paving and Striping			
<b>Fund 30 GHS Drainage, MAES Playground, MVMS Railing</b>	\$ 1,687,876	\$ 1,274,196	\$ 413,680
<b>Fund 30 Bartlett and MAES Modulars (non leased portion)</b>	\$ 373,987	\$ 341,780	\$ 32,207
Sub Total	\$ 3,970,250	\$ 2,809,015	\$ 1,161,235
<b>* Menu Items yet to be committed</b>			
Bartlett Modular Covered Walkway	\$ 80,000		
Bartlett Cafeteria Tables	\$ 32,000		
MAES Cafeteria Tables	\$ 42,000		
MVMS Dugouts (softball and possible baseball)	\$ 10,000		
MVMS Scoreboards (softball and baseball fields)	\$ 10,000		
GHS Gym and Café Door Replacement	\$ 75,000		
GHS Steel Storage Building	\$ 70,000		
District New Custodial Equipment	\$ 50,000		
Sub Total	\$ 369,000		\$ 792,235
(1) Replenish 2.5% Contingency Fund (if \$570K not used)	\$ 58,784		
Unassigned Funds Balance			\$ 733,451
(2) Replenish 2.5% Contingency Fund (if \$570K used)	\$ 629,397		
Unassigned Funds Balance			\$ 162,838

**Manifest and Invoice Review:**

The Business Administrator presented the following highlights for the manifest dated November 6, 2017. The total value of the manifest is \$2,075,161.52

*Heather Trzepacz. motioned to recommend the November 6, 2017 manifest – seconded by Lorry Cloutier Vote 3-0-0 – unanimous – motion passed.*

Goffstown School Board Meeting			
Manifest Summary Review			
11/6/2017			
<b>Total Manifest Value</b>	\$	2,075,161.52	
<b>Major Items:</b>			
<b>Payroll / Taxes / Benefits</b>			
10/26/17 Payroll	\$	595,328.30	
10/26/2017 Payroll Taxes	\$	209,490.99	
NHRS	\$	334,926.29	Oct Contributions
HealthTrust	\$	6,168.50	125 Plan Contributions,
TSA Consulting	\$	15,434.39	403b Contributions
	Sub Total	\$ 1,161,348.47	56.0% of Total
<b>A/P Activity</b>			
<b>SPED:</b>			
Birchtree Center	\$	8,676.54	Autism Svcs for 1 student
Interim Health Care	\$	7,438.50	Services for one Student
Strong Foundations Charter	\$	7,383.25	October Svcs for 5 Students
Southern NH Speech and Lang	\$	30,912.50	Speech and Summer Services for all schools
Spaulding Youth Center	\$	13,714.40	September Services for 3 Students
Valley Collaborative	\$	5,728.50	Sept Svcs for 1 Student
	SPED Sub total	\$ 73,853.69	3.6% of Total
<b>General Expenses</b>			
Amazon	\$	11,214.71	School and Office supplies, and books
Apple, Inc	\$	121,883.00	Annual Lap top Lease payment and components
College Entrance Exams	\$	10,446.00	Examinations
Dirt Doctors	\$	16,200.00	Maple Playground Mulch
Eversource	\$	21,411.44	All School Locations
First American Equipment Finance	\$	126,348.73	Year 1 Lease Payment for Maple and Bartlett Modulares
Follet School Solutions	\$	8,219.21	Books and materials
Goffstown Truck Center	\$	99,557.41	Regular and Late Bus Transportation for September
McGraw Hill	\$	6,810.18	Every Day Math Grades 2-4
O'Sullivan Flooring	\$	72,000.00	Progress Payment on MVMS Gym Floor
Pelmac	\$	15,231.00	Security systems for new modulars
Performance Food Group	\$	9,722.26	Food Supplies
RPF Mechanical	\$	6,398.65	Electrical and Mechanical Services during October at GHS, MVMS and Bartlett
SAU 19	\$	153,680.00	Nov Assessment
School Specialty	\$	7,596.08	Classroom Supplies
Whalley Computer Assoc.	\$	20,000.00	Computer Equipment (from FY 17 Menu)
	Gen Sub total	\$ 706,718.67	34.1% of Total
	Sub Total (Itemized Expenses)	\$ 1,941,920.83	93.70%
<b>Activity Funds</b>	\$	-	

All Invoice Review is now scheduled for December 4, 2017. The committee agreed to begin that meeting at 6:00PM.

**Non-Public Session:**

None

**Adjournment:**

*Lorry Cloutier motioned to adjourn the meeting at 6:58PM – seconded by Heather Trzepacz All in favor 3-0-0 – unanimous – Motion passed.*

Respectfully Submitted by:

Raymond Labore  
Business Administrator