Finance Committee Meeting
Thursday, March 23, 2023 – 8:00 A.M.
Via zoom and in person

Sani Jackson and John Luker, Chief Financial Officer conducted a meeting of the Samueli Academy Finance Committee on Thursday, March 23, 2023 at 8:00 A.M.

ATTENDANCE

Present	**Absent**	**Staff / Contractor**
John Fogarty	Liz Dorn-Parker	John Luker
Sandi Jackson	Jeff Bloom	Linda Giel
Kevin Tiber		Anthony Saba
		Larry Tamayo

==========

- Sandi Jackson welcomed those in attendance.
- There were no public comments.
- The committee reviewed the minutes from February 10, 2023 and approved unanimously. (K Tiber 1st, S Jackson 2nd)
- Larry Tamayo gave an update on the January 2023 YTD financials which is the seventh month of the fiscal year. Enrollment is 815 with 93.7% attendance for a total of 758.38 ADA vs the budgeted 800 at 94.5% or 756.16 ADA for a positive variance of .63 ADA.
- Our YTD revenue through January 2023 is $7,641,629 vs a budget of $6,814,215 which results in a positive variance of $827,414. This is primarily due to a positive variance in fundraising of $445k and Earned Retention Tax Credits of $409k.
- Our expenses YTD are $7,636,857 vs a budget of $7,503,631 which results in a negative variance of ($133,226). Salaries & Benefits were under budget by $94k. We have been under budget more than this, however the board approved a one-time supplemental payment to staff for the holidays that was paid in December. YTD we are under budget overall due to unfilled positions and lower than anticipated benefit costs. These lower expenses were offset by higher expenses for educational supplies to meet certain grant requirements and higher facility and utility costs.

- The committee had some preliminary discussions about the budget and the anticipated state shortfalls. It was noted that COLA was still anticipated to be higher in 23-24 than normal, however in future years, if state revenues do not improve there could be significant reductions.

- John Luker reviewed the benchmark data and noted that all benchmarks were on schedule.

- The January 2023 YTD financials were approved unanimously. (K Tiber 1st, J Fogarty 2nd)

- John Luker presented to the committee the OCDE 2nd Interim Report which places the January 2023 financials into the OCDE format. The committee reviewed the report and approved unanimously. (J Fogarty 1st, K Tiber 2nd)

- Anthony Saba presented to the committee an update on the FY 22-23 operational fundraising through January noting that $1,045,675 had been raised vs the goal of $665,000. This was primarily due to a $84,500 gift from a Foundation, and a $250,000 gift from a Foundation that was not forecasted. The Holiday Event in October also did very well and slightly exceeded the forecast.

- Anthony Saba gave an update on the school lottery noting that there were more applicants than slots available. The lottery was held in person and representatives from the public and OCDE were present. All the incoming slots have been filled and Anthony noted there is a significant waiting list.

- The committee reviewed the investments, noting the donations and earnings from the operational endowment. It was noted that it would be helpful to have a running balance of the scholarship/alumni endowment balances as well to track performance.

- The committee reviewed the actual costs of employees in the shared services agreement through January 31 noting that currently there is $78k in potential additional cost due to higher salaries than originally budgeted and a higher time allocation for the Director of Facilities due to overseeing multiple Samueli Academy construction projects.

- Anthony Saba presented to the committee the request for a Marketing Director position. Anthony noted that this position was going to be proposed in the new budget but there is some urgency to get this position filled due to the needs of the potential endowment campaign and marketing needs of the school. It was noted that with many grants we are trying to spend down that we have the funds to cover the position. The committee discussed the role of the position, salary range and after discussion approved unanimously. (K Tiber 1st, J Fogarty 2nd)

- Anthony Saba gave an update on the board retreat items for Finance, specifically the teacher survey. It was noted that the Academic Committee had reviewed the survey and it will be distributed in the next month. John Luker noted that he had received some helpful information from John Fogarty about possible benefit mixes to do an estimate of the costs if a higher benefit package was authorized.

- The committee reviewed the compliance calendar noting all items appeared on track.

- In Other Business, no items were noted.

- **Meeting Schedule -** The next Samueli Academy Finance Committee meeting is scheduled for Friday March 10, 2023 at 8:00 A.M. via zoom unless it is cancelled due to no board meeting that month.

The meeting was adjourned at 9:15 A.M.