



## MAYWOOD - MELROSE PARK - BROADVIEW

906 Walton, Melrose Park, IL 60160-3540  
Phone 708.450.2460  
Fax 708.486.0194

[www.maywood89.org](http://www.maywood89.org)

**To:** Dr. Susan Flanagan, Interim Superintendent

**From:** Darrell Moon, Business Manager

**Date:** March 8, 2012

**Re:** Monthly Report

We should be close to finishing the Audit. The last of the Theobald audit will be done in the next week. Then Crowe will need a week or two to finish the report.

Marisa Raymond has started as the Food Service Coordinator. You will find her approval on the list of employees that are switching jobs. She is still doing some work for me as a stop gap for my Executive Assistant. I will have already conducted my interviews for that job by the time you receive this communication, so we should be just about ready to move forward. I want to make sure you and the Board knows how much I appreciate the cooperation and understanding of my thoughts on this addition to our staff. Thank you!

We have started the process of getting our Financial Planning Program started with PMA. This will give us the ability to project what will happen with our finances for the next five to ten years. It is an excellent program that may be manipulated if necessary to project different scenarios using different assumptions.

We have also been in talks with Corporate Benefit Consultants, CBC, to determine where we should set our new health insurance rates. After several conversations with them and the Finance Committee Chairwoman, we reached a consensus that we should increase our rates by 10%. We did have a bad FY11 year on claims. They were considerably higher than last year when we only had a 2% increase. With increased costs and claims still high we all feel that a ten per cent increase will keep us in good shape financially with our health care accounts.

And finally I have been working with the directors to prepare for the monthly State and Federal reporting that is due at the end of each month. This should keep us from finding ourselves in the position we experienced with our Federal Grants in FY11.