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**GENEVA COMMUNITY UNIT SCHOOL DISTRICT NUMBER 304  
227 NORTH FOURTH STREET, GENEVA, KANE COUNTY, ILLINOIS  
FINANCE COMMITTEE MINUTES**

The Board of Education Finance Committee met at 6:30 p.m. on Monday, February 12, 2024, at Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois.

**1. CALL TO ORDER (Policy 2:220)**

The meeting was called to order at 6:30 p.m. by Jackie Forbes.

Committee members present: Dan Choi, Jackie Forbes, Paul Radlinski.

Staff present: Shonette Sims, Assistant Superintendent for Learning & Teaching; Todd Latham, Assistant Superintendent for Business Services; Dr. Andy Barrett, Superintendent.

Others present: Stephanie Bellino, Molly Ansari, Larry Cabeen.

**2. PUBLIC COMMENT (Policy 2:230)**

None.

**3. APPROVAL OF MINUTES (Policy 2:220)**

1. January 8, 2024

Motion by Radlinski, second by Choi, to approve item, 3.1 as presented. Ayes, three (3), Choi, Forbes, Radlinski. Nays, none (0). Absent, none (0). Abstained, none (0). Motion carried unanimously.

**4. DISCUSSION/CONSIDERATION**

1. 2024-25 Finance Committee Meeting Calendar – Draft  
This calendar follows the Board meeting calendar.

Comments, questions, concerns: Will these meetings be starting at 6 p.m.? (Yes, unless we decide we can start later, based on the agenda.)

2. Review of Procurement Procedures

Todd Latham shared with the committee a review of procurement procedures for all staff that carry a district p-card. Every month a review of all p-card receipts from all p-card holders is done to make sure that we are complying. If we are not, then we send a note to remind staff of the process. Each year employees receive this manual. When the board makes changes to the policies, we then update the manual. Each employee must sign for their card and all cards are managed through the finance office. We remind employees to safeguard their card especially when they travel. Each employee has a threshold for daily and monthly purchases. A new section called “Refunds, Rebates, & Rewards Programs,” was added to the manual back in April. We do understand that sometimes there is a need to increase the threshold if staff is traveling somewhere. There are items that are prohibited to be purchased with p-cards, such as gift cards, alcohol, and personal expenses. Each employee must keep track of their receipts and reconcile their transactions each month. We do

need guidance on gratuity, as there is no policy on this, and we feel a threshold should be put in place. All p-cards are audited monthly; as well as annually. Each employee must agree to the terms of the guide.

Comments, questions, concerns: Is there a minimum threshold for receipts where if you spend less than \$25 you do not need a receipt? (Because we are a taxing body, we must have a receipt.) When you get an airline award (miles) and it is linked to an individual, how is that managed? (We typically purchase students airline tickets with district p-cards.) I think he is asking about an airline card. (We would pick an airline and we would purchase with that card.) So, if I pay for my child to go on a trip, they will not get the points for that? (Correct.) We can investigate this more. I would hope that if I am purchasing the ticket that my student would reap the benefits of the points. Technology is moving from swiping to tapping, so how do we monitor sharing of cards? (The cards are tied to the employee, so that is how we would track them. We would need to reinforce this with staff.) Are there guidelines about the accidental use of a p-card for personal use? (Yes, the employee would complete the necessary paperwork and reimburse the district.)

### 3. 2023-24 6-Month Financial Review

Todd Latham presented a six-month review of the district's finances. Revenues change from the actual to budget for several reasons, such as changes in economy, enrollment, and the funding formula. Currently, revenues are trending higher than normal at 53.24% and expenses are trending under budget at 41% in the Education Fund, 44% in the O&M Fund, 29% in the Transportation Fund, and 62% for Capital Outlay projects. Overall, revenue is up, and expenses are down, which leaves the district in a good place. The next steps are looking at projections, reviewing and looking for red flags, discussing spending controls, budgeting for FY25, reviewing administrators and programs, watching the market, and planning, but preparing to react.

Comments, questions, concerns: Is there any reason to think that at six months in, the revenue would not be off? (The only time I have seen that is when we are expecting a categorical. The revenue is typically on target. It is the expenditures that are harder to budget for.)

## 5. FUTURE AGENDA ITEMS

- TBD

## 6. ITEMS FOR RECOMMENDATION TO FULL BOARD (Policy 2:150)

### 1. 2024-25 Finance Committee Meeting Calendar – Draft

Motion by Forbes, second by Choi, to approve moving item, 3.1 as presented, to the full board. Ayes, three (3), Choi, Forbes, Radlinski. Nays, none (0). Absent, none (0). Abstained, none (0). Motion carried unanimously.

## 7. INFORMATION

1. Legislative Update  
None.

## 8. ADJOURNMENT

At 7:02 p.m., motion by Radlinski, second by Choi, and with unanimous consent, the meeting was adjourned.

APPROVED \_\_\_\_\_  
Date

\_\_\_\_\_  
Jackie Forbes CHAIRPERSON

SECRETARY \_\_\_\_\_  
Dr. Andy Barrett

\_\_\_\_\_  
Bonnie J. Johnson RECORDING  
SECRETARY