

**NORTHERN LEHIGH SCHOOL DISTRICT
FINANCE COMMITTEE MEETING**

**Wednesday, January 6, 2021
Immediately Following Technology/Buildings & Grounds Meeting
NLSD Media YouTube Channel**

Committee Members			Meeting Dates		
X	Donna Kulp - Chairperson		Susan Bahnick	Feb 3	Aug 4
X	Robin Distler -Co-Chairperson	X	Jennifer Butz	March 3	Sept 8
X	Mathias Green	X	Tim Weaber	April 7	Oct 6
X	Robert Kern	X	Eric Hill	May 5	Nov 3
X	Matt Link			June 9	
X	Rhonda Frantz – Liaison				
X	Sherri Molitoris - Liaison				

Also in Attendance:

Minutes

***** This committee meeting is being recorded. The recording will be posted on YouTube*****

- Cafeteria
 - Beginning balance for the month of December was \$115,729.13. Transactions during the month showed revenues of \$48,040.15 and expenses of \$67,624.20 which was a net loss of \$19,584.05. The ending balance for December was \$96,145.08. Lower revenues are attributable to the hybrid model in which only half of the students are in school on any given day and no students attend on Wednesdays. Additionally, Slatington Elementary was closed for most of the school days in December due to COVID-19
- Update on bank change over
 - As of January 1st, all banking accounts have been transferred to Neffs National Bank.
 - We are experiencing less fees with Neffs Bank and better communication.
 - Once all checks from the Key Bank accounts clear, those accounts will close.
- Update on CSIU conversion
 - Conversion to new format is ongoing
 - All W2s are now available through the portal. They can still receive a hard copy
 - Due to the change in banks, we are having to work through some minor “hiccups” which should be cleaned up once we can completely close the accounts at Key Bank.

➤ Single Audit Report

- Due to virtual meetings, the report will be delivered to each Board member's home.
- One control deficiency was identified. In the early days of the COVID-19 shutdown, an employee ordered items using his personal credit card. He then applied for reimbursement. The District reimbursed him for the full transaction amount which included sales tax. The employee also had the items shipped to his home. His reasoning was sound as no one was here during the onset of the shutdown to accept packages. The employee also returned the portion reimbursed for sales tax. This item was the only thing cited by the auditors and has been corrected.

Reminder: Next meeting is scheduled for Wednesday, February 3, 2021.