Concord School District Committee Minutes

School Board Committee: Finance

Date: May 21, 2008

Time: 5:30 p.m.

Committee Members Present: Betty Hoadley, Chris Casko, Kass Ardinger (alternate for quorum)

Administrators: Michele Croteau

1. Procurement Cards
Michele Croteau presented the Committee with a recommendation that the District participate in a procurement card (p-card) program offered through a collaborative effort between the New Hampshire and Illinois Association of School Business Officials (ASBO) organizations. Michele reviewed three documents which were distributed for the Committee’s review. The first from the Government Finance Officers Association (GFOA) identified benefits of a well managed procurement card program. The second from Ron Everett of Illinois ASBO presented information regarding the benefits which could be obtained through the combined purchasing power of districts participating specifically in their program. The last document identified the steps to follow to participate in the p-card program with Illinois ASBO. Michele reported to the committee that she had investigated the feasibility of implementing a p-card program through the District’s local bank, but found that it was cost prohibitive due to the relatively low volume of activity expected and consequently high fees associated with the program. By participating in the program established by Illinois, the multi-district purchasing volume is in excess of $38 million annually. The associated program fees are therefore waived by the participating bank and the districts receive a rebate on purchases made.

Michele indicated that the p-cards would be used to replace the following types of accounts currently managed by the District: petty cash, credit cards, vendor specific credit cards, vendor specific charge/open purchasing accounts. Michele indicated that the p-card process provides greater internal controls than the types of accounts noted above. It also allows certain flexibilities in approving purchases and/or canceling cards that are very beneficial.

The Committee voted 3-0 to recommend to the Board that Michele Croteau be instructed to continue to work toward the signing of the necessary agreements to participate in the procurement card program offered through the New Hampshire and Illinois ASBO.

Chris Casko left the meeting at 6:25 pm and returned at 7:00 pm during the discussion regarding the fraud policy.

2. Fraud Policy
The Committee was presented with a draft of a fraud policy for first review. The Committee discussed the policy and suggested changes.

The Committee voted 3-0 to recommend that the Fraud Policy, as amended, be presented to the Board for a first reading.
3. **#741 Facilities Use Fees Policy**
The Committee was presented a draft of the Facilities Use Fees Policy and discussion ensued.

The Committee voted 3-0 to recommend that the amended Facilities Use Fees Policy be presented to the Board for a first reading.

The meeting adjourned at 7:35 p.m.

Betty Hoadley, Chair
Michele Croteau, Recorder