



**Regional School Unit 24
Finance and Budget Committee Meeting**

**Wednesday, January 25, 2012
6:30 p.m.
Central Office**

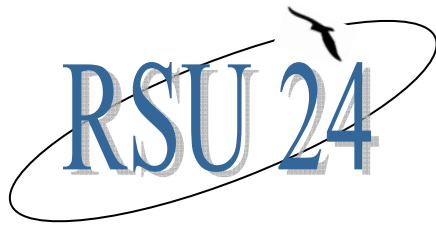
Attendance: Michelle DeWitt, Brent Jones, Michael Bierman, Nancy Glista, Randy Bragg

Staff: David Bridgham, Suzanne Lukas

Guest: Phil Reidy

- I. Call to Order: 6:41 P.M.
- II. Adjustments to Agenda: None
- III. Agenda Items:
 - a. AP Approval Process: David Bridgham demonstrated the electronic requisition module in the district's financial software and reviewed procedures for approving and paying district expenses.
 - b. Audited Financial Statements: The Audited Financial Statements and Management Letter for the Fiscal Year ending June 30, 2011 was distributed. David Bridgham pointed out some pages that members may find of interest and discussed the format of the Management Letter. The committee may take some time to review the material and may contact David if they have questions. The auditor may be invited to a future meeting.
 - c. Budget Consideration Calendar and Schedule: A proposed schedule for consideration of elements of the budget was distributed. A couple of errors in dates were amended and the committee asked that consideration of the Adult Education budget be moved from March 14 to March 28.
- IV. Identification of agenda items for next meeting
 - a. Schedule of Budget Workshops
 - b. Budget Status, Process, and Data

- V. Schedule of next meeting: Budget Workshop, February 1, 2012 6:30 P.M.
District Conference Room
- VI. Adjourn: 7:55 P.M.



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Lamoine, Mariaville, Sorrento, Steuben, Sullivan, Waltham and Winter Harbor*

To: Finance & Budget Committee
From: David L. Bridgham
Date: January 25, 2012
Re: Proposed Budget Consideration Schedule

February 1, 2012: Budget Status, Review Budget Process, Review Budget and Financial Data

February 15, 2012: Secondary Programs

February 29, 2012: Elementary Programs

March 14, 2012: District-wide Programs (Special Ed., Gifted & Talented, Health, IT, Curriculum and Assessment).

March 28, 2012: Adult Education, System Administration, Transportation, Facilities, Debt Service, School Nutrition