



FINANCE COMMITTEE MINUTES

January 9, 2025

Committee Members: (*Indicates present)

- *S. Penhollow, Chairperson
- *P. Ricci, Buffalo Representative
- *K. Burnett, CCAA Representative
- *B. Hickson, ECIC Representative
- *J. Contento, NFL Representative
- *E. Valley, NO Representative
- *M. DiFilippo, Executive Director
- *B. Fadeley, Treasurer

1.0 Treasurer's Report

1.1 Treasurer's Report (Appendix A)

The fund balance is in good standing. There was nothing remarkable to report regarding the treasurer's report. A question regarding the difference between the dedicated funds received and accrual amounts specific to Boys Ice and Indoor Track was answered - At the time the treasurer's report was generated, Section VI had yet to receive Bishop Timon's participation fee payments for Boys Ice Hockey and Indoor Track. They have since been received.

2.0 New Business

2.1 2025-2026 Proposed Budget (Appendix B) – January 15, 2025 Athletic Council Action Item

No concerns.

2.2 2025-2026 Section VI Coordination Fees / E1B Participation Open Enrollment

Committee members were asked to share the following clarification regarding 25-26 coordination fees with their respective leagues.

The formula for coordination fees did not change between 24-25 and 25-26. However, a member school's 25-26 dues may not be same as this 24-25 school year.

The coordination fee charge through the E1B participation service is comprised of:

- Coordination fees
- Officials Recruitment and Retention Fee
- Travel Pay (reimbursement/fee)

The coordination formula is based on the boys basketball classification numbers and the number of varsity sports programs a school offers. If a school changes classes and/or adds/drops programs, their coordination fee will change. The travel pay calculation and thus a school's fee or reimbursement is data dependent.

Every December, B. Fadeley supplies Erie 1 BOCES (E1B) with the amounts to lock in for Section VI's coordination fee participation service for the next school year. Every January through April, E1B holds their open enrollment where business offices allocate their funds to that service. The amounts provided for 25-26 E1B open enrollment are based on the 25-26 BEDS, boys basketball classification numbers, **24-25** varsity sports programs, and the officials recruitment and retention fee. At the time the amounts are submitted to E1B, travel pay amounts and varsity sports programs are not confirmed. Both of those items cannot be reconciled until the summer months. Once reconciled, additional billing/or refunds are processed early fall through the E1B coser.

*Note: Buffalo and the Charter Schools are not E1B component districts. They are invoiced directly by Section VI at the end of summer wherein the coordination fees, travel pay, and officials recruitment and retention itemized.

2.3 Fall 2024 Profit/Loss Report (Appendix C)

The 2024 fall profit/loss report was reviewed by the committee. The 2023 profit/loss report was used for comparison. Of particular note was the gate revenue in the sport of football. Almost \$44,000 less was taken in this year compared to last year. This example directly highlights the extreme variations that can occur year to year in gate revenue and the difficulty in generating a proposed budget.

Otherwise, there were no concerns from the committee.

2.4 Section VI Policy Manual - 912 Section VI Credit Card

Recommendation to remove the following language – “The credit cards will only be used for purchases of goods and services that require a credit card and do not accept other methods of payment.”

CARRIED

Hickson/Burnett

Since last school year, the credit cards have been used whenever possible (if service fees do not apply) for the benefit of each cards' cash rewards program. It would only be to the Section's advantage to continue operating in this manner.

2.5 Checking Account Routing Number Change (Informational)

When a recent check order with a third-party vendor was placed, it was inadvertently discovered that the Section's checking account routing number had changed. Section VI's banking institution was contacted to which a representative confirmed the change. No notification was provided to the Section office of this change. Checks with the incorrect routing number were destroyed and checks with the correct routing number were ordered. The banking institution could not confirm the termination date from their software of the old routing number. There are some checks with the old routing number that have not yet been/deposited or cashed.

2.6 Bishop Timon – Boys Ice Hockey and Indoor Track (Informational)

On December 10, 2024, after no response with several requests to make payment and with the support of the Executive Committee, M. DiFilippo notified Bishop Timon that the remainder of their Indoor Track and Boys Ice Hockey schedules would be removed and cancelled if payment for participation was not received by December 31, 2024. In addition, participation in any Section VI sports for the 2025-26 season will not be honored unless payment is made prior to the start of the season. Payment for 24-25 has been received.

2.7 Officials Recruitment and Retention Program

A claim was submitted, determined to be fraudulent, and reimbursement denied. The leadership of the involved official's organization and the leader of the WNYSO were notified. The details of the fraudulent claim were reviewed with the finance committee. The committee is in support of evolving control measures as needed.

3.0 Old Business

Nothing to report

4.0 Good of the Order

4.1 Next Scheduled Meeting – Thursday, February 6, 2025, via zoom

Motion to adjourn

CARRIED

Valley/Contento

Section VI NYSPHSAA, Inc.

Treasurer's Report

As of January 9, 2025

Jan 9, 25

ASSETS

Current Assets

Checking/Savings

| | |
|-------------------------------------|------------|
| 1040.1 · Bank of America CD | 26,406.13 |
| 1043.1 · Northwest CD | 318,036.09 |
| 1050 · Arbiter Pay | 70,469.00 |
| 1000 · Petty Cash | 2,400.00 |
| 1030 · Bank of America Checking | 599,642.27 |
| 1040 · Bank of America Money Market | 1.69 |
| 1043 · Northwest Savings Bank | 122,604.70 |

| | |
|------------------------|---------------------|
| Total Checking/Savings | <u>1,139,559.88</u> |
|------------------------|---------------------|

| | |
|----------------------|---------------------|
| Total Current Assets | <u>1,139,559.88</u> |
|----------------------|---------------------|

| | |
|---------------------|----------------------------|
| TOTAL ASSETS | <u>1,139,559.88</u> |
|---------------------|----------------------------|

| | |
|---------------------------------|------|
| LIABILITIES & EQUITY | 0.00 |
|---------------------------------|------|

Dedicated Funds

| | <u>Received</u> | <u>Expenses</u> | <u>Current Assets</u> |
|---------------------|-----------------|-----------------|-----------------------|
| Boys Ice Hockey | \$ 125,000.00 | \$ 11,213.00 | \$ 113,787.00 |
| Girls Ice Hockey | \$ 49,500.00 | \$ 2,544.00 | \$ 46,956.00 |
| Indoor Track | \$ 130,000.00 | \$ 29,341.00 | \$ 100,659.00 |
| | <u>Budgeted</u> | | |
| State Championships | \$ 212,000.00 | \$ 35,356.00 | \$ 176,644.00 |
| | \$ 516,500.00 | \$ 78,454.00 | \$ 438,046.00 |

| | |
|---------------------|----------------------|
| FUND BALANCE | \$ 701,513.88 |
|---------------------|----------------------|

APPENDIX B

| Actual 2023-2024 | | Budget 2024-2025 Approved Jan 2024 | | Projection 2025-2026 | |
|--|------------------------|--|------------------------|--|------------------------|
| Erie 1 BOCES | | Erie 1 BOCES | | Erie 1 BOCES | |
| Revenue | | Revenue | | Revenue | |
| Coordination Fees (BOCES Billing) | \$ 370,705.00 | Coordination Fees (BOCES Billing) | \$ 619,000.00 | Coordination Fees (BOCES Billing) | \$ 582,520.00 |
| Off. Recruit. & Ret. (BOCES Billing) | \$ 14,200.00 | Off. Recruit. & Ret. (BOCES Billing) | \$ 14,200.00 | Off. Recruit. & Ret. (BOCES Billing) | \$ 14,200.00 |
| Travel Pay (BOCES Billing) | \$ 8,875.00 | | | Travel Pay (BOCES Billing) | \$ (4,888.00) |
| Total Revenue | \$ 393,780.00 | Total Revenue | \$ 633,200.00 | Total Revenue | \$ 591,832.00 |
| Operating Expenses | | Operating Expenses | | Operating Expenses | |
| Salaries | \$ 228,652.00 | Salaries | \$ 318,500.00 | Salaries | \$ 339,085.00 |
| Executive Director | | Executive Director (117,500) | | Executive Director (118720) | |
| Office Staff | | Office Staff (111000) | | Office Staff (125915) | |
| Treasurer | | Asst. Director (90,000) | | Asst. Director (94450) | |
| Equipment | \$ 1,424.00 | Equipment | \$ 1,500.00 | Equipment | \$ 1,500.00 |
| Supplies | \$ 1,029.00 | Supplies | \$ 500.00 | Supplies | \$ 2,300.00 |
| Contract Services | \$ 113,533.00 | Contract Services | \$ 130,000.00 | Contract Services | \$ 150,000.00 |
| Benefits | \$ 89,367.00 | Benefits | \$ 140,000.00 | Benefits | \$ 148,400.00 |
| Computer/Technology | \$ 10,740.00 | Computer/Technology | \$ 13,500.00 | Computer/Technology | \$ 13,500.00 |
| Rent/Utilities, Etc. | \$ 13,264.00 | Rent/Utilities, Etc. | \$ 14,000.00 | Rent/Utilities, Etc. | \$ 14,000.00 |
| Print Shop | \$ 1,242.00 | Print Shop | \$ 1,000.00 | Print Shop | \$ 1,300.00 |
| Total Operating Expenses | \$ 459,251.00 | Total Operating Expenses | \$ 619,000.00 | Total Operating Expenses | \$ 670,085.00 |
| Section VI | | Section VI | | Section VI | |
| Revenue | | Revenue | | Revenue | |
| Sports Programs | | Sports Programs | | Sports Programs | |
| Sectional | \$ 641,855.00 | Sectional | \$ 570,000.00 | Sectional | \$ 600,000.00 |
| Regional | \$ 97,331.00 | Regional | \$ 55,000.00 | Regional | \$ 85,000.00 |
| Boys Ice Hockey - Reg. Season | \$ 229,520.00 | Boys Ice Hockey - Reg. Season | \$ 250,000.00 | Boys Ice Hockey - Reg. Season | \$ 230,000.00 |
| Girls Ice Hockey - Reg. Season/Sec | \$ 52,552.00 | Girls Ice Hockey - Reg. Season/Sec | \$ 50,000.00 | Girls Ice Hockey - Reg. Season/Sec | \$ 50,000.00 |
| Indoor Track & Field - Reg. Season/Sec | \$ 147,063.00 | Indoor Track & Field - Reg. Season/Sec | \$ 130,000.00 | Indoor Track & Field - Reg. Season/Sec | \$ 140,000.00 |
| State Championships | \$ 57,695.00 | State Championships | \$ 50,000.00 | State Championships | \$ 50,000.00 |
| Total Sports Programs | \$ 1,226,016.00 | Total Sports Programs | \$ 1,105,000.00 | Total Sports Programs | \$ 1,155,000.00 |
| General Administration | | General Administration | | General Administration | |
| Off Recruit & Ret (non-coser) | \$ 11,500.00 | Off. Recruit & Ret. (non-coser) | \$ 11,500.00 | Off. Recruit & Ret. (non-coser) | \$ 11,400.00 |
| Travel Pay (non-coser) | \$ 3,375.00 | | | Travel Pay (non-coser) | \$ 4,888.00 |
| Dues Collected by Section | \$ 112,875.00 | Dues Collected by Section | \$ 619,000.00 | Dues Collected by Section | \$ 189,990.00 |
| Dues Collected by BOCES | \$ 370,705.00 | Dues Collected by BOCES | | Dues Collected by BOCES | \$ 582,520.00 |
| Off. Recruit & Ret. (coser) | \$ 14,200.00 | Off. Recruit & Ret. (coser) | \$ 14,200.00 | Off. Recruit & Ret. (coser) | \$ 14,200.00 |
| Travel Pay (coser) | \$ 8,875.00 | | | Travel Pay (coser) | \$ (4,888.00) |
| Interest Income | \$ 13,127.00 | Interest Income | \$ 1,000.00 | Interest Income | \$ 13,000.00 |
| Corporate Sponsorships | \$ 128,050.00 | Corporate Sponsorships | \$ 100,000.00 | Corporate Sponsorships | \$ 120,000.00 |
| Media/Program Sales | \$ 2,500.00 | Media/Program Sales | \$ 3,000.00 | Media/Program Sales | \$ 2,500.00 |
| Other Athletic Council Income | \$ 49,425.00 | Other Athletic Council Income | \$ 15,000.00 | Other Athletic Council Income | \$ 38,000.00 |
| Total General Administration | \$ 714,632.00 | Total General Administration | \$ 752,200.00 | Total General Administration | \$ 971,610.00 |
| Total Revenue | \$ 1,940,648.00 | Total Revenue | \$ 1,857,200.00 | Total Revenue | \$ 2,126,610.00 |
| Operating Expenses | | Operating Expenses | | Operating Expenses | |
| Sports Programs | | Sports Programs | | Sports Programs | |
| Sectionals | \$ 487,066.00 | Sectionals | \$ 480,000.00 | Sectionals | \$ 530,000.00 |
| Awards + Assigners | \$ 66,074.00 | Awards + Assigners | \$ 52,000.00 | Awards + Assigners | \$ 70,000.00 |
| Regionals | \$ 54,721.00 | Regionals | \$ 38,500.00 | Regionals | \$ 58,000.00 |
| Boys Ice Hockey | \$ 199,920.00 | Boys Ice Hockey | \$ 248,000.00 | Boys Ice Hockey | \$ 212,000.00 |
| Girls Ice Hockey | \$ 52,395.00 | Girls Ice Hockey | \$ 48,500.00 | Girls Ice Hockey | \$ 55,500.00 |
| Indoor Track & Field | \$ 120,221.00 | Indoor Track & Field | \$ 130,000.00 | Indoor Track & Field | \$ 130,000.00 |
| State Championships | \$ 198,859.00 | State Championships | \$ 212,000.00 | State Championships | \$ 215,000.00 |
| Total Sports Program Expense | \$ 1,179,256.00 | Total Sports Program Expense | \$ 1,209,000.00 | Total Sports Program Expense | \$ 1,270,500.00 |
| General Administration/AC | | General Administration/AC | | General Administration/AC | |
| Medical Benefit (Ex Dir) | \$ 25,352.00 | Medical Benefit (Ex Dir) | \$ 15,000.00 | Medical Benefit (Ex Dir) | \$ 11,000.00 |
| Audit/QB Services/Legal Fees | \$ 28,914.00 | Audit/QB Services/Legal Fees | \$ 35,000.00 | Audit/QB Services/Legal Fees | \$ 35,000.00 |
| Meetings/Seminars/Catering | \$ 12,878.00 | Meetings/Seminars/Catering | \$ 15,000.00 | Meetings/Seminars/Catering | \$ 15,000.00 |
| Sportsmanship/HOF/Veterans | \$ 12,143.00 | Sportsmanship/HOF/Veterans | \$ 14,500.00 | Sportsmanship/HOF/Veterans | \$ 14,500.00 |
| Misc/Bank Fees | \$ 249.00 | Misc/Bank Fees | \$ 600.00 | Misc/Bank Fees | \$ 600.00 |
| Chair Stipends/Insurance | \$ 41,351.00 | Chair Stipends/Insurance | \$ 43,000.00 | Chair Stipends/Insurance | \$ 44,000.00 |
| Form X/Arbiter | \$ 21,628.00 | Form X/Arbiter | \$ 21,500.00 | Form X/Arbiter | \$ 23,300.00 |
| Supplies/Office/Apparel/Printing | \$ 4,715.00 | Supplies/Office/Apparel/Printing | \$ 11,000.00 | Supplies/Office/Apparel/Printing | \$ 10,000.00 |
| Ads/Sponsor/Donation | \$ 900.00 | Ads/Sponsor/Donation | \$ 1,100.00 | Ads/Sponsor/Donation | \$ 900.00 |
| NYSAAA/NIAAA/PD | \$ 5,539.00 | NYSAAA/NIAAA/PD | \$ 3,600.00 | NYSAAA/NIAAA/PD | \$ 6,000.00 |
| Officials Recruitment & Retention | \$ 22,982.00 | Officials Recruitment & Retention | \$ 25,700.00 | Officials Recruitment & Retention | \$ 25,600.00 |
| Total General Admin/AC Expense | \$ 176,651.00 | Total General Admin/AC Expense | \$ 186,000.00 | Total General Admin/AC Expense | \$ 185,900.00 |
| Total Operating Expenses | \$ 1,815,158.00 | Total Operating Expenses | \$ 2,014,000.00 | Total Operating Expenses | \$ 2,126,485.00 |
| Change Unrestricted Net Assets | \$ 125,490.00 | Change Unrestricted Net Assets | \$ (156,800.00) | Change Unrestricted Net Assets | \$ 125.00 |
| UNRESTRICTED NET ASSETS - Begin Year | | UNRESTRICTED NET ASSETS - Begin Year | | UNRESTRICTED NET ASSETS - Begin Year | |
| UNRESTRICTED NET ASSETS - End Year | | UNRESTRICTED NET ASSETS - End Year | | UNRESTRICTED NET ASSETS - End Year | |
| | | Total Needed in Coordination Fees | \$ 764,800.00 | | |