

FINANCE COMMITTEE REPORT

Chairperson: Loren Ratajczak

September 2009

ACTION ITEMS FOR THE ATHLETIC COUNCIL

Recommended by the Finance Committee

- 1.1 Approve as policy the recommendation of the Finance Subcommittee for use of excess funds in the Fund Balance. [\(see text in blue under item 1.1\)](#)
Approved for the 2009-10 school year - Athletic Council 9/16/09

- 4.2 Approve the recommendation: That Section VI withdraw from NYSPHSAA Ice Hockey competition unless complete and transparent financial records of the Federation are submitted to the Section office by (a date to be determined by the Athletic Council).
Recommendation removed - Athletic Council 9/16/09

If the Federation should comply with the request of Section 6, the Section 6 Ice Hockey program will be the responsibility of the Section 6 Ice Hockey Sportchair. Any outstanding fund balance held by the Federation will be incorporated into the Section budget as income for the Ice Hockey program. Ice Hockey member dues for 2009-10 will be collected by the Section.

MINUTES FINANCE COMMITTEE MEETING

August 11, 2009

Attendance (* indicates present)

Committee: Chairman/Treasurer Loren Ratajczak*
Section reps: Bob Dinse*, Mark Ward*, Chuck Amo
League Reps: CCAA: Al Gens* ECIC: Jim Graczyk* Buff: Dave Thomas*
NO: Ken Stolid* NFL: Greg Whitman*
Erie 1 BOCES rep: John Montesanti*, Coordinator of Finance and Legislation
Business Official: Deborah Coder, Lockport City Schools
Superintendents: Chautauqua: Steve Vanstrom*, Frewsburg; Jane Fosberg*, Falconer,
ECIC: Jeff Rabey, Lake Shore

Items highlighted in yellow are reminders to the responsible parties. Green when completed.

1.0 Fund Balance (agenda item for each meeting):

Report from Finance Subcommittee (B.Dinse, L.Ratajczak and J.Montesanti):

1.1 Concept of subdividing the Fund Balance: Now that the budget is stabilized, consideration was given to the use of excess funds in the fund balance. The Finance Subcommittee recommends: The Fund Balance be divided into a 3 separate Reserve Accounts designated specifically for:

- a) Sports (65% of the projected expenses for Sports)
- b) Office expenditures (a set amount capped at \$50,000)
- c) Special Use: This account will include funds for one-time special expenditures approved by the Athletic Council. It currently includes:
 - Reimbursement fees to districts for the cost of the full-time Executive Director. This is a one-time payment to districts expected in November 2009.
 - Retirement benefits for the Asst. Executive Secretary. This is a one-time payment expected at potential retirement in 2012.

The Special Use Fund will return to \$0 after 2012.

The balance remaining after designated reserves have been set aside, will be placed into a Benefits to District Athletics Account for items such as reimbursement for state travel, sports programs enhancements, or other use as recommended by the Finance Committee and approved by the Athletic Council. The Benefits Account, when used as a reimbursement, will be distributed to districts at a rate of 1/3 per year.

It was agreed that the use of the Fund Balance in this manner provides catastrophic coverage for the Section as well as benefits to the districts.

RECOMMENDATION: Approve as policy, the above recommendation of the Finance Subcommittee for use of excess funds in the Fund Balance.
Approved for the 2009-10 school year - Athletic Council 9/16/09.

1.2 Policy/Procedure: L. Ratajczak and B.Dinse will continue to review past Finance Committee minutes to collect pertinent information for the Policy Handbook Committee to incorporate into the Policy Manual this summer.

2.0 Review of venues (agenda item for each meeting):

- 2.1 Girls Basketball: Use of ECC in 2010 was approved by Sect/ Intersectional Committee in April 2009.
- 2.2 Venues for fall and winter sports submitted to date were reviewed. No concerns were noted. Boys Swimming is considering class meets for 2010 or 2011 at potential high school sites: Maryvale, Clarence, Sweet Home.

3.0 Standard issues for Finance the summer committee meeting July/Aug:

- 3.1 Annual review of the Section budget:
 - a) The salaries for Executive Director and Account Clerk not used July though Sept will cover the salaries of Exec. Sect., Treasurer and Officials Coordinator for July through Nov. allowing for an overlap of the positions.
 - b) The line item expense for meetings will be reduced with the State Association conducting more meetings via teleconference.
 - c) State dues will not increase in 2010-11
- 3.2 Annual review of each sport budget – Sport budgets were not discussed
- 3.3 Philosophical issues: Compensating Sportchairs for their duties (see item 4.4)

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4.0 Old Business

4.1 Centralized Management of Officials (costs for TheArbiter):

- a) The cost per official increased from \$3 to \$4. Total cost to Section 6 increased from \$4800 to **\$6400**. This will be assessed to Section 6 at \$400 per year for the next 4 years. Should part of this cost be passed on to the officials or their organization?
- b) The cost per assigner is \$25. Total cost to Section 6 is \$25 x 45 assigners = **\$1125**. Should the assigner fee of \$25, be passed on to the respective league or officials organization?
- c) Monsignor Martin member schools and the assigner have the same access and benefits to ArbiterSports as Section member schools who pay dues for these services. Should MM be charged for their usage of ArbiterSports?

It was noted that officials organizations benefit financially with a member-communication tool eliminating mailing costs and an efficient assigning tool. Officials will benefit with timely payment for services as well identity protection when payment is managed through ArbiterSports eliminating social security numbers on vouchers. It was agreed that items (a) and (b) above will be brought to the table in the current negotiations for the next Officials Contract by S.Vanstrom

4.2 Ice Hockey Federation:

Since 2005, Section VI has been advised by NYSPHSAA as well as Section auditors, that the Section needs to control business matters for all sports under its jurisdiction. M.DiFilippo, Ice Hockey Chairman and Federation President, was asked by the Executive Committee in March 2009 to submit a plan for the transition of all financial operations from the Federation to the Section office, including collection of Federation dues and payment of Federation expenses.

Recommendation: That Section VI withdraw from NYSPHSAA Ice Hockey competition unless complete and transparent financial records of the Federation are submitted to the Section office by (a date to be determined by the Athletic Council). If the Federation should comply with the request of Section 6, the Section 6 Ice Hockey program will be the responsibility of the Section 6 Ice Hockey Sportchair. Any outstanding fund balance held by the Federation will be incorporated into the Section budget as income for the Ice Hockey program. Ice Hockey member dues for 2009-10 will be collected by the Section.

Recommendation removed – Athletic Council 9/16/09

4.3 Anticipated purchases of a timing system and walkie talkies will be postponed due to the current economic conditions.

4.4 Sportchair Stipends: This line item in the budget was increased from \$7,500 to \$13,500. Committee members were asked to review the current fees and return with recommendations for disbursement of the increase. There was much discussion on compensation for Sportchairs. A base pay was discussed with additional pay at several levels weighted by criteria such as # teams in the sport, # days for sectional competition, etc. A subcommittee of J. Graczyk, G.Witman, L.Ratajczak and J.Montesanti will review the suggestions and return with a recommendation at the next meeting. It was agreed that the pay scale for supervisors and site chairs remain status quo.

4.5 Policies:

- Sale of Merchandise: The policy developed in Nov. 1997 (item 6.1.9 of the previous by-laws) was deemed appropriate and will be placed into the Policy Manual this summer. It was agreed that Sportchairs must be made aware of the existence of these policies. This will be added to the agenda for the pre-season meetings for Sportchairs.
- Policies still need to be developed for purchases by Sportchairs for sectionals/ for athletes and for Sectional site management (including gate and supervision of athletes). These issues were discussed but no policies or guidelines were developed.

4.6 Open Tournament: As per the Athletic Council 5/20/09, the final recommendation regarding open tournaments will be reviewed jointly by Sectional/Intersectional and Finance Committees after input is received from Sportchairs to ensure a single resolution that addresses both program and fiscal concerns related to the qualifying rounds. Chairs have responded. Finance members are asked to attend the Sectional/Intersectional meeting (Sept 2) via teleconference or in person for input.

5.0 New Business- NONE

Finance committee meetings in 2009-10:

Oct.13, 2009: Post-season review of spring sports budgets and venues, develop Budget 10-11.

Feb.9, 2010: Post-season review of fall sports budgets and venues

Apr.20, 2010: Post-season review of winter sports budgets and venues

Annual review of sectional admission prices for approval at the May meeting.