

FINANCE COMMITTEE REPORT

Chairperson: Loren Ratajczak
May 2010

ACTION ITEMS

- 1.2 Approve the method for handling excess funds in the Fund Balance as stated in the Policy Manual #950.3.
Approved Athletic Council May 19, 2010
- 2.1 Approve the elimination of the discount for pre-sale tickets for football.
Approved Athletic Council May 19, 2010
- 3.5 Return the responsibility for sectional games prior to quarter-finals back to the districts on a one-year trial basis. This is in response to districts' concerns regarding the increase in ticket prices from regular season to post-season.
Postponed until the September Athletic Council meeting
- 4.5 Approve distribution of funds from the Benefits to Districts Account in 2009-10 to districts as a reimbursement for travel to state competition as follows:
- | | |
|----------|---|
| \$500.00 | per team for travel to finals |
| \$250.00 | per team for additional travel to semi-finals (football, boys lacrosse) |
| \$30.00 | per individual competing at states |
- Approved Athletic Council May 19, 2010**

MINUTES FINANCE COMMITTEE MEETING

May 6, 2010

Attendance (* indicates present)

Committee: Chairman/Treasurer Loren Ratajczak*
Section reps: Timm Slade*, Mark Ward, Chuck Amo
League Reps: CCAA: Al Gens ECIC: Jim Graczyk* Buff: Aubrey Lloyd*
NO: Ken Stoldt* NFL: Greg Whitman*
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 Status of the Fund Balance (agenda item for each meeting):
 - 1.1 Status of the Fund Balance: We are currently up \$200,000 before spring sports expenses. Winter is 98% complete with some Ice Hockey still outstanding. It was noted that we will need to monitor the anticipated income from dues in 2010-11 (based on per-sport-fees) since schools may be dropping/combining sports. L.Ratajczak indicated that the Fund Balance could absorb such a decrease in the Section dues if it occurs.
 - 1.2 The following was approved 9/16/09 for use of excess funds in the Fund Balance for 2009-10 only. It has been added to the Policy Manual (# 950.3) for approval at the May Athletic Council meeting if recommended by this committee:
The Fund Balance will be divided into a 3 separate Reserve Accounts designated specifically for:
 - a) Sports (65% of the projected expenses for Sports)
 - b) Office expenditures (an amount capped at \$50,000)
 - c) Special Use: This account will include funds for one-time special expenditures approved by the Athletic Council.*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 uses 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.*
- 1.3 Special Use Account: Checks to the districts for reimbursement for the full-time Executive Director position will be issued by the end of May.
- 2.0 Sectional Championships:
- 2.1 Sectional admission prices/venues:
 - a) Football requested consideration of raising Stadium ticket prices by one dollar to offset the increased cost (\$5000) of using the Stadium. Ticket prices have not been increased in a number of years. Another option would be to eliminate the \$2.00 discount on presale tickets. A corporate sponsor is also being sought.
- RECOMMENDATION: Approve the elimination of the discount for pre-sale tickets for football. Approved Athletic Council May 19, 2010.**
- C.Funke is addressing the concern regarding the handling of ticket sales in 2009 by Ralph Wilson management. T.Slade will investigate the system being used at the Ralph and the possibility of purchasing tickets in advance that the Section can offer as pre-sale.
 - b) Swimming: Concerns were addressed about ECC as a venue:
 - A substantial amount is charged for security guards. Do other organizations that use the facility simultaneously share in these costs?
 - NCCC does not charge rent but does open concessions. It was felt that ECC should open concessions for the benefit of spectators as well as the potential for reduced rent.*These concerns will be addressed by T.Slade/L.Ratajczak.* It was noted that Sectional Intersectional is recommending approval for a 3 class format for Boys Swim that may eliminate the need for usage of ECC.
 - c) Girls tennis has not been charging admission though a \$4 admission fee has been approved if the sectional event is "viewable". In the past few seasons, approximately 75 people attend the 1st day of the tournament and only about 20 or so the 2nd day. Attendance in 2010 will be reviewed to determine if it is cost effective to pay personnel to handle a gate.
- 3.0 Post-season review of winter sports budgets and venues:
- 3.1 Bowling: The gate is increasing. T-shirt sale revenues increased significantly.

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Post-season review of winter sports budgets and venues continued:

- 3.2 Rifle: Since only 8 schools participate, expenses are billed back to the schools.
- 3.3 Indoor Track: T-shirt income was \$2400.
- 3.4 Boys Swimming: Sale of heat sheets and t-shirts is profitable.
- 3.5 Basketball: Superintendents expressed concerns raised in their districts by spectators regarding the change of ticket prices from regular season (\$1 school price) to pre-quarters (\$3 Section price). Also there were significant losses for pre-quarters and quarters. There was much discussion:

RECOMMENDATION:

Return the responsibility for sectional games prior to quarter-finals back to the districts on a one-year trial basis. This is in response to districts' concerns regarding the increase in ticket prices from regular season to post-season. Postponed until the September Athletic Council meeting.

- 3.6 College vs High School venues: It was noted that Girls Basketball Finals in the South are very profitable at Jamestown High School in comparison with Finals in the North conducted at ECC. Also, boys semi-finals are held at college venues in comparison with girls semi-finals at high school venues. For financial reasons, Sportchairs will be asked to investigate the seating needed for semi-finals and finals and review the possibility of a high school venues instead of college venues and present their findings to the Sectional Intersectional committee.

4.0 Old Business

- 4.1 A process for purchase requisition and purchase orders must be established for purchases by Sportchairs and others. D.Coder offered to share the procedure used in her district. It was agreed that a P.O./invoice system should be established. A Purchase Requisition Form will be created from a sample used at Falconer. This P.R. Form will be submitted to the Section office for approval and a corresponding P.O. created (QuickBooks).
- 4.2 Benefits to District Athletics Account: \$25,000 is available for expenditure in 2009-10. L.Ratajczak reviewed the # of teams and individuals that attended state competition from each district (fall, winter, estimated for spring). A formula was developed to equitably disperse the \$25,000 for 2009-10. It was agreed that the \$1.30 per mile reimbursement from NYSPHSAA for travel to regionals will be included. Both reimbursements will be sent in one check with a letter of explanation to the Superintendent and a copy to the Athletic Director.

RECOMMENDATION:

Approve distribution of funds from the Benefits to Districts Account in 2009-10 to districts as a reimbursement for travel to state competition as follows:

\$500.00	per team for travel to finals
\$250.00	per team for additional travel to semi-finals (football, boys lacrosse)
\$30.00	per individual competing at states

Approved Athletic Council May 19, 2010.

Approximately \$73,000 will be available for distribution in 2010-2011. Use of these funds will be addressed at a future Finance Committee meeting.

5.0 New Business

- 5.1 Annual audit: Paul Dayer of Gaines, Kriner and Elliott reviewed the audit of Section VI finances completed by his company in fall 2009. Their objective is to confirm that finances are not materially misstated. Form 990 is filed with the IRS. He noted that statements are recorded on a cash basis, controls in place are good and the role of BOCES is helpful. The company has been auditing Section VI for over 5 years at a current cost of \$5,000. Plans are to complete the 2010 audit in the summer.
- 5.2 Meeting dates for 2010-11: It was agreed that this committee will meet at noon on the dates when the Sectional Intersectional meets:

FUTURE FINANCE COMMITTEE MEETING DATES:
Noon on Sept. 2, Oct. 28, Jan. 6, Mar. 3, Apr. 28