School District of the City of Muskegon Heights Receivership Transition Advisory Board Agenda Wednesday, February 19, 2020, 4:00 PM 2603 Leahy St Muskegon Heights, MI 49444

I. CALL TO ORDER

A. Roll Call

B. Approval of RTAB Minutes

1. Regular Meeting of January 15, 2020 (attachment #1)

II. OLD BUSINESS

None.

III. <u>NEW BUSINESS</u>

- A. District Updates
- B. Monthly Reports
 - 1. February 19, 2020 (attachment #2)
 - a. Liabilities Report (attachment #2a)
 - b. Cash Flow Projections (attachment #2b)
 - c. Comparison of Budgeted Revenue and Expenditure to Actual

(attachment #2c)

IV. PUBLIC COMMENT

- V. BOARD COMMENT
- VI. ADJOURNMENT

School District of the City of Muskegon Heights

Receivership Transition Advisory Board Meeting

Wednesday, January 15, 2020 Conference Room 2603 Leahy St. Muskegon Heights, MI 49444

MINUTES

I. Call to Order

Chair Jessica Thomas called the meeting to order at 4:03 p.m.

A. Roll Call

<u>Members Present – 4</u> Dale Nesbary Clinton Todd Jessica Thomas John Schrier

<u>Members Absent – 1</u> Patrice Johnson

A quorum was present.

B. Approval of RTAB Minutes

Motion by Mr. Schrier to approve the draft minutes as presented. Motion moved and seconded by Mr. Todd. The RTAB approved the December 18, 2019 meeting minutes.

II. Old Business

None. Chair Thomas noted that the budgeted revenue and expenditure to actual now shows percentage to date on the general fund budget.

III. New Business

A. District Updates

Mr. Lewis reported that he is available to speak about the financial reports submitted January 2020. Mr. Lewis provided the RTAB Board with a brief overview, stating that things are going in a positive direction. Mr. Lewis stated that the loss of 42 students at Muskegon Heights Public School Academy is a concern.

B. January 15, 2020 Monthly Reports

i. Liabilities Report

Mr. Lewis reported slight changes from the prior report. Interest payments were made on the emergency loans. The total amount of liabilities owed is \$44,945,518.

ii. Cash Flow Projections

Mr. Lewis reported that there are two notable changes to the cash flow. One being the change in authorizer fee revenue due to the academy's enrollment loss. The second change is due to the small one-time revenue boost of \$56,000 from Muskegon Area Intermediate School District (MAISD).

iii. Comparison of Budgeted Revenue and Expenditure to Actual

Mr. Lewis stated that he has added a percentage to date column to help the RTAB Board understand the current financial status. Chair Thomas asked for more details regarding three line items: Transfers on Revenue, Data Technology and Transfers on Expenditure. Mr. Lewis reported that Transfers on Revenue occur because of renting a room for Adult Education. Data Technology is typically a flat fee to Muskegon Area ISD for software. Transfers on Expenditures include the QZAB Bond and the technology millage from the ISD.

IV. Public Comment

None

V. Board Comment

Dr. Nesbary discussed enrollment trends for the State of Michigan and how enrollment decline is foreseen in the next four years. Dr. Nesbary would like to find ways to support the system and even early college programs. Chair Thomas also mentioned how birth rates are significantly down, causing declining enrollment trends. Dr. Nesbary and Mr. Schrier spoke about the system and the impact of demographics.

Chair Thomas provided an update from the last board meeting on the discussion for the contract between the district and academy. Chair Thomas has begun the process and would also like to provide some structure and more defined roles and responsibilities to the RTAB.

Chair Thomas asked the RTAB Board and Mr. Lewis about developing a briefing on the academy to present at these meetings. Mr. Lewis is open to the idea of providing an enrollment update, current revenue to expenditure and budget to actual. Chair Thomas recommended Mr. Lewis to work with Treasury Support Staff to accomplish this. Mr. Lewis also talked about developing a better relationship with the academy. Chair Thomas would like to make this a priority and is open to having conversations with the academy to understand their position as it relates to the RTAB.

VI. Adjournment

Motion made to adjourn by Mr. Todd. Motion moved and seconded by Mr. Schrier. The Board approved the motion to adjourn.

There being no further business, the meeting adjourned at 4:22 p.m.



Muskegon Heights Public Schools

2603 Leahy Street•Muskegon Heights, MI 49444•Phone 231-830-3221 Fax 231-830-3560

Date: February 11, 2020

- To: Receivership Transition Advisory Board (RTAB) Muskegon Heights Public Schools Board of Education
- From: John Lewis, Assistant Superintendent
- Re: Board Meeting Packet for February 19, 2020

Attached, please find the Muskegon Heights Public Schools 2019/20 Budget to Actual Revenue and Expenditure Report, Cash Flow Statement, and Liabilities Report for your review.

Budget to Actual Revenue and Expenditure Report

Included you will find the budget to actual report for 2019/20 as of February 11, 2019.

Revenues were a bit higher than originally projected as we received the Act 18 payout from the MAISD as explained at our last meeting. Expenses are continuing as planned for the most part. There are two small items to note that are higher than projected. Both MAISD technology fees and contracted services will be a little higher for the year (around \$8,000 total). We will amend the budget in May/June to recognize these additional amounts.

Cash Flow Statement

Cash flow looks to remain stable for the coming year. The district will be able to meet all of its obligations as planned.

Liabilities Report

No changes to report.

Attachment #2a

Fund	Rate	Description	Issuance Date	Origi	inal Amount	Term Length	Principal	Interest	Тс	otal Amount	Projected Maturity Date	As of Date
GF		Payable to MDE - At-Risk Payback				Short			\$	371,436	N/A	2/1/2020
GF	2.45%	Restructured Emergency Loan #1 - 2018	5/23/2018	\$	6,990,000	Long	\$ 6,852,000	\$ 2,170,088	\$	9,022,088	6/15/2042	2/1/2020
GF	2.35%	Restructured Emergency Loan #2 - 2018	5/23/2018	\$	3,165,000	Long	\$ 3,160,000	\$ 1,047,836	\$	4,207,836	6/15/2042	2/1/2020
GF	3.45%	Restructured Emergency Loan #3 - 2018	5/23/2018	\$	1,400,000	Long	\$ 1,355,000	\$ 561,043	\$	1,916,043	6/15/2043	2/1/2020
GF	2.70%	2017/18 Emergency Loan #4 - 2018	5/23/2018	\$	2,449,000	Long	\$ 2,449,000	\$ 1,682,176	\$	4,131,176	6/15/2047	2/1/2020
GF	NA	2007 Energy Conservation Improvement Bonds	12/19/2007			Long	\$ 3,149,000	\$ -	\$	3,149,000	12/19/2022	2/1/2020
DF	5.00%	2016 Refunding Bonds, Series A	3/29/2016			Long	\$ 11,940,000	\$ 3,229,500	\$	15,169,500	5/1/2029	2/1/2020
DF	1.74%-2.61%	2016 Refunding Bonds, Series B	3/26/2016			Long	\$ 3,205,000	\$ 121,563	\$	3,326,563	5/1/2021	2/1/2020
DF	3.41%	School Bond Loan Fund	Annual			Long	\$ 2,212	\$ 241	\$	2,453	5/1/2035*	2/1/2020
DF	3.41%	School Loan Revolving Fund	Annual			Long	\$ 3,527,631	\$ 121,792	\$	3,649,423	5/1/2035*	2/1/2020
				\$	14,004,000		\$ 35,639,843	\$ 8,934,239	\$	44,945,518		

Note: GF - General Fund (18 mill levy); DF - Debt Service Fund (13 mill levy)

*Indicates Mandatory Repayment Date

School District	
Muskegon Heights Public Schools	

	Feb	ruary 20	N	March 20	ļ A	April 20	May	20	Ju	ne 20	July 20	A	August 20	Sept	tember 20	October	20	Noven	nber 20	Dece	ember 20	Jan	nuary 21
Beginning Balance	\$	906,298	\$	1,168,056	S	1,340,406	\$ 1,3	334,484	\$	1,498,546	\$ 1,082,803	\$	1,040,261	\$	1,275,720	\$ 1,32	1,070	\$	1,309,719	s	1,322,843	\$	953,353
Estimated Receipts																							
Taxes	\$	267,000	\$	179,100			\$	173,892	\$		\$ -	\$	240,000	\$	70,000			\$	20,000				
Taxes - Tech Millage	\$	27,000	\$		S	-			\$	21,187				\$	15,000	\$ 1	5,000	\$	15,000	s	15,507		
Authorizer Fees	\$	12,809	\$	12,809	\$	12,809	\$	12,809	\$	12,809	\$ 12,809	\$	12,809			\$ 1	2,809	\$	12,809	S	12,809	\$	12,809
ELN Proceeds																							
Other Revenue	\$	1,000	\$	1,000	S	1,000	\$	1,000	\$	1,000	\$ 1,000	\$	1,000	\$	1,000	\$	000,1	\$	1,000	s	1,000	\$	57,829
Total Available Funds	\$	1,214,107	\$	1,360,965	S	1,354,214	\$ 1,	522,185	\$	1,533,542	\$ 1,096,612	\$	1,294,070	\$	1,361,720	\$ 1,34	9,879	\$	1,358,528	S	1,352,159	S	1,023,991
Less Estimated Expenditures:																							
Payrolls	\$	14,070	\$	15,579	S	14,070	\$	18,658	\$	14,070	\$ 14,070	\$	14,070	s	14,070	\$ 1	5,579	\$	17,149	\$	14,070	s	14,070
Other Expenditures	\$	4,980	\$	4,980	s	5,660	\$	4,980	\$	4,980	\$ 42,280	\$	4,280	\$	11,580	\$	9,580	\$	3,535	s	12,761	s	5,167
Emergency Loan Payment	\$	-	\$	-	\$	-	\$	-	\$	410,502	\$ -	\$	-	\$	-	\$		\$		S	174,376	s	-
Tech Millage to PSA	\$	27,000	\$	-	S	-	\$	-	\$	21,187	\$ -	\$	-	s	15,000	\$ 1	5,000	\$	15,000	\$	15,507	s	-
Other Liens/Loans (Totals)	\$	-	\$	-	s	-	\$	-	\$		\$ -	\$	-	\$	-	\$		\$	-	\$	182,092	s	-
Estimated Ending Balance	\$	1,168,056	\$	1,340,406	\$	1,334,484	\$ 1,	498,546	\$	1,082,803	\$ 1,040,261	\$	1,275,720	\$	1,321,070	\$ 1,30	9,719	\$	1,322,843	\$	953,353	\$	1,004,753

Expenses by Month

	Feb 20	1	Mar 20	Apr 20	N	lay 20	J	un 20	Jul 20	Aug 20	:	Sep 20	c	Oct 20	1	lov 20	C	ec 20	J	an 21		Totals
Payrolls (including contracted staff)	\$ 14,070	\$	15,579	\$ 14,070	\$	18,658	\$	14,070	\$ 14,070	\$ 14,070	\$	14,070	\$	15,579	\$	17,149	\$	14,070	\$	14,070	\$	179,527
Consumers - electric	\$ 500	\$	500	\$ 500	\$	800	\$	800	\$ 800	\$ 800	\$	800	\$	800	\$	372	\$	356	\$	233	\$	7,261
DTE - natural gas	\$ 1,500	\$	1,500	\$ 2,000	\$	1,200	\$	1,200	\$ 500	\$ 500	\$	800	\$	800	\$	264	\$	1,478	\$	1,997	\$	13,739
Waste & Water utility	\$ 220	\$	220	\$ 400	\$	220	\$	220	\$ 220	\$ 220	\$	220	\$	220	\$	139	\$	168	\$	177	\$	2,644
Audit Fees											\$	7,000	\$	5,000							\$	12,000
Legal Fees	\$ 1,160	\$	1,160	\$ 1,160	\$	1,160	\$	1,160	\$ 1,160	\$ 1,160	\$	1,160	\$	1,160	\$	1,160	\$	1,160	\$	1,160	\$	13,920
Property Insurance									\$ 38,000												\$	38,000
MAISD Tech Fee																	\$	8,000			\$	8,000
Epicenter																					\$	-
Bank Fees	\$ 600	\$	600	\$ 600	\$	600	\$	600	\$ 600	\$ 600	\$	600	\$	600	\$	600	\$	600	\$	600	\$	7,200
Misc.	\$ 1,000	\$	1,000	\$ 1,000	\$	1,000	\$	1,000	\$ 1,000	\$ 1,000	\$	1,000	\$	1,000	\$	1,000	\$	1,000	\$	1,000	\$	12,000
EL Loan Payments							\$4	10,502									\$1	74,376			\$	584,878
Tech Millage Flowthrough	\$ 27,000	\$	-	\$ -	\$	-	\$	21,187	\$ -	\$ -	\$	15,000	\$	15,000	\$	15,000	\$	15,507	\$	-	\$	108,694
QZAB Energy Bonds																	\$1	82,092			\$	182,092
Totals	\$ 46,050	\$	20,559	\$ 19,730	\$	23,638	\$4	50,739	\$ 56,350	\$ 18,350	\$	40,650	\$	40,159	\$	35,684	\$3	98,806	\$	19,238	\$1	,169,955

Muskegon Heights Public Schools

Revenues, Expenditures, and Fund Balance GENERAL FUND 2019-20 2/11/2020

	 Budget 2019-20	Act	uals to Date	Und	der/(Over) to Date	% of Budget Used
Estimated Beginning Fund Balance	\$ 280,114	\$	280,114			
Revenue						
Property taxes	\$ 1,190,320	\$	592,295	\$	598,025	49.8%
State Sources	\$ 6,920	\$	6,748	\$	172	97.5%
Oversight fees	\$ 158,490	\$	53,456	\$	105,034	33.7%
Transfers and Other	\$ 10,410	\$	57,494	\$	(47,084)	552.3%
Total Revenue	\$ 1,366,140	\$	709,992			
Expenditures						
Data Technology	\$ 5,070	\$	247	\$	4,823	4.9%
Board of Education	\$ 26,750	\$	12,574	\$	14,177	47.0%
Executive Administration	\$ 68,410	\$	29,093	\$	39,317	42.5%
Business Services	\$ 102,120	\$	63,350	\$	38,770	62.0%
Interest and Fees Expense	\$ 5,910	\$	4,036	\$	1,874	68.3%
Unpaid Auction and Delinquent Tax Fees	\$ 50,000	\$	-	\$	50,000	0.0%
Building Services	\$ 103,190	\$	55,514	\$	47,676	53.8%
District Technology	\$ 920	\$	476	\$	444	51.7%
Emergency Loan Payments	\$ 588,500	\$	177,989	\$	410,511	30.2%
Transfers and Other	\$ 302,420	\$	228,885	\$	73,535	75.7%
Total Expenditures	\$ 1,253,290	\$	572,163			
Revenues Less Expenditures	\$ 112,850	\$	137,829			
Projected Ending Fund Balance	\$ 392,964	\$	417,943			

Attachment #2c

REVENUES	Description	Amount
11-0111-0000-000-0000-00000-000000-	PROPERTY TAXES CURRENT	-545,502.22
11-0111-0000-100-0000-00000-000000-	OTHER TAXES	0.00
11-0121-0000-000-0000-00000-000000-	TECH MILLAGE FLOWTHROUGH	-46,792.29
11-0124-0000-000-0000-00000-000000-	PENALTY & INT ON DEL TAXES	0.00
11-0151-0000-000-0000-00000-000000-	EARNINGS ON INVEST & DEPOSITS	0.00
11-0191-0000-000-0000-00000-000000-	RENTALS	0.00
11-0199-0000-000-0000-00000-000000-	MISCELLANEOUS	-57,493.93
11-0321-0000-000-0000-00000-000000-	PPT REIMBURSEMENT	-6,747.60
11-0519-0000-001-0000-00000-000000-	3% AUTHORIZER FEE - MHPSA	-53,455.68
11-0519-0000-100-0000-00000-000000-	SHARED BUSINESS SVCS	0.00
11-0591-0000-000-0000-00000-000000-	PROCEEDS FROM ISSUANCE OF BOND	0.00

-709,991.72

EXPENDITURES	Description	Amount		
11-1-225-7410-840-0000-00000-000000-	LICENSING FEES & RENEWALS	0.00)	
11-1-226-4220-899-0000-00000-000000-	COPY MACHINE	247.20)\$	247.20
11-1-231-3170-000-0000-00000-000000-	LEGAL SERVICES	1,023.50)	
11-1-231-3180-000-0000-00000-000000-	AUDIT SERVICES	11,550.00)	
11-1-231-3220-007-0000-00000-000000-	TRAVEL - TRINELL SCOTT	0.00)	
11-1-231-7410-000-0000-00000-000000-	DUES & FEES	0.00	\$	12,573.50
11-1-232-3150-000-0000-00000-000000-	CONTRACTED SERVICES	29,092.80)	
11-1-232-3210-000-0000-00000-000000-	COST OF TRAVEL (MILEAGE)	0.00)	
11-1-232-3430-000-0000-00000-000000-	MAILING	0.00)	
11-1-232-7910-000-0000-00000-000000-	MISCELLANEOUS	0.00)\$	29,092.80
11-1-252-1620-033-0000-00000-000000-	ACCOUNTING SPECIALIST	36,923.04	Ļ	
11-1-252-2130-000-0000-00000-000000-	HOSPITALIZATION	12,272.13	5	
11-1-252-2820-033-0000-00000-000000-	CONTRIB TO ST&LOC RETIRE FUNDS	9,971.00)	
11-1-252-2830-033-0000-00000-000000-	EMPLOYER SOCIAL SECURITY	2,824.64	Ļ	
11-1-252-2840-033-0000-00000-000000-	WORKMAN'S COMPENSATION	1.12	-	
11-1-252-3150-030-0000-00000-000000-	CONTRACTED SERVICES	0.00)	
11-1-252-3220-030-0000-00000-000000-	TRAVEL & CONFERENCE	0.00)	
11-1-252-5910-030-0000-00000-000000-	OFFICE SUPPLIES	1,358.27	\$	63,350.20
11-1-252-7410-000-0000-00000-000000-	INTEREST & FEES EXPENSE	4,036.10)\$	4,036.10
11-1-259-7610-000-0000-00000-000000-	TAXES ABATED & WRITTEN OFF	0.00)\$	-
11-1-261-3190-100-0000-00000-000000-	CONTRACTED SERVICES	10,950.58	}	
11-1-261-3410-000-0000-00000-000000-	TELEPHONE CHARGES	173.65		
11-1-261-3830-000-0000-00000-000000-	WATER & SEWAGE	844.59)	
11-1-261-3840-000-0000-00000-000000-	WASTE & TRASH DISPOSAL	160.00)	
11-1-261-3910-000-0000-00000-000000-	INSURANCE	36,885.00)	
11-1-261-4110-000-0000-00000-000000-	LAND AND BLDGS-REPAIRS & MAINT	0.00)	
11-1-261-5510-000-0000-00000-000000-	HEATING FUEL	3,901.61	-	
11-1-261-5520-000-0000-00000-000000-	ELECTRICITY	2,599.04	\$	55,514.47
11-1-284-3410-000-0000-00000-000000-	CELL PHONE CHARGES	475.54	\$	475.54
11-1-411-8910-000-0000-00000-000000-	TRANSFERS TO MHPSA	46,792.29)	
11-1-511-7110-994-0000-00000-000000-	PRINCIPAL PMT - EMERGENCY LOAN	0.00)	
11-1-511-7230-994-0000-00000-000000-	INTEREST PMT - EMERGENCY LOANS	177,988.56	\$	177,988.56
11-1-634-8110-000-0000-00000-000000-	QZAB TRANSFER - DEBT RETIREMEN	182,092.42	\$	228,884.71
		\$ 572,163.08	\$	572,163.08

Muskegon Heights Public Schools

Revenues, Expenditures, and Fund Balance DEBT SERVICE - 2016 REFUNDING BONDS 2019-20 2/11/2020

	Actu	als to Date
Estimated Beginning Fund Balance	\$	225,460
Revenue		
Tax Revenues	\$	692,890
SBLF/SLRF (State Bond Loan Programs)	\$	-
Total Revenue	\$	692,890
Expenditures		
Tax Chargebacks & Auction Property	\$	-
Principal Payments	\$	-
Interest Payments	\$	337,271
Total Expenditures	\$	337,271
Revenues Less Expenditures	\$	355,619
Projected Ending Fund Balance	\$	581,079

Attachment #2c

Account	Description	Amount
32-0111-0000-000-0000-00000-000000-	PROPERTY TAX LEVY	-568,690.97
32-0111-0000-100-0000-00000-000000-	OTHER TAXES-HSBF	0.00
32-0124-0000-000-0000-00000-000000-	PENALTY & INT ON DEL TAXES	0.00
32-0151-0000-000-0000-00000-000000-	EARNINGS ON INVESTMENTS-HSBF	-128.50
32-0321-0000-000-0000-00000-000000-	PPT REIMBURSEMENT	-124,070.05
32-0591-0000-000-0000-00000-000000-	BOND PROCEEDS	0.00
32-0595-0000-000-0000-00000-000000-	STATE LOAN PROGRAM-HSBF	0.00
32-0596-0000-000-0000-00000-000000-	PROCEEDS FROM REFINANCING DEBT	0.00
32-0596-0000-001-0000-00000-000000-	PREMIUM ON REFUNDING BONDS	0.00
32-0599-9000-000-0000-00000-000000-	DUE TO/FROM	0.00
32-0631-0000-000-0000-00000-000000-	TRANSFER IN	0.00

-692,889.52

Attachment #2c

Account

32-1-252-3180-000-0000-00000-00000-32-1-252-7410-000-0000-00000-000000-32-1-259-3610-000-0000-00000-000000-32-1-519-7610-000-0000-00000-000000-32-1-511-7110-000-0000-00000-000000-32-1-511-7310-000-0000-00000-000000-32-1-511-7330-000-0000-00000-000000-32-1-511-7410-000-0000-00000-000000-32-1-512-7320-000-0000-00000-000000-

Description	Amount
AUDIT SERVICES	0.00
PAYING AGENT FEES	0.00
PRINTING	0.00
TAXES ABATED & WRITTEN OFF	0.00
PRINCIPAL - 2006 REF BDS	0.00
INTEREST-HSBF	337,271.00
OTHER BOND ISSUANCE COSTS	0.00
BOND DISCOUNT	0.00
PAYING AGENT FEES-HSBF	0.00
PAYMENTS TO BOND ESCROW AGENT	0.00

Muskegon Heights Public Schools

Revenues, Expenditures, and Fund Balance QZAB Fund 2019-20 2/11/2020

	Ac	tuals to Date
Estimated Beginning Fund Balance	\$	2,240,644
Revenue		
Earnings on Investment	\$	15,821
Transfers In	\$	182,092
Total Revenue	\$	197,913
Expenditures		
	\$	-
Total Expenditures	\$	-
Revenues Less Expenditures	\$	197,913
Projected Ending Fund Balance	\$	2,438,558

Account

34-0151-0000-000-0000-00000-000000-34-0611-0000-000-0000-00000-000000-

Description

Amount EARNINGS ON INVESTMENTS -15,821.05 -182,092.42 QZAB TRANSFER