

**DDLHS  
Citizens' Budget Oversight Committee (CBOC) Meeting**

Monday, 23 October 2017, 6:00 p.m.  
179 Stanton Christiana Rd, Newark DE, 19702

Minutes

**Present:**

Paul Miller, DDLHS Board Chair  
Michelle Lambert - CPA  
Richard Riggs - DOE Representative

**Absent:**

Joseph Pytel, Teacher Representative  
Brian Shulman, Community Representative / Secretary

**Call to Order 6:07pm**

Michelle Lambert stated we are approximately 25% through the year.

**Income**

Ms. Lambert stated that we have received about 58% of our total projected revenue for the year. The revised budget is still on track to be presented in November with the final student head count.

**Capital Outlay**

For educational equipment and building improvements is running at 16%

**Facilities & Maintenance**

Ms. Lambert mentioned that the one line item she is looking at in this category is "custodial supplies" which is running high at 51%. She wants to determine if they are really running higher, or if it is being compared to an old budget number.

**Food Service**

Still coming in at 0% because we have not been billed. This will most likely come in the month of November and will be more accurately reflected on the next report.

**Transportation**

Still running at 1% due to the delayed invoices. The transportation company should be billing in the near future, which will hopefully be reflected in the next report.

**Miscellaneous**

Ms. Lambert has included an additional column to report on the funds from the XQ project. These funds are to REMAIN SEPARATE from the general school fund, and will be accounted for separately also. That said, Ms. Lambert believes the financial data is important to report, so going forward we will see an additional XQ column.

**Meeting Adjourned: 6:27pm**