

**ENFIELD BOARD OF EDUCATION
FINANCE & BUDGET COMMITTEE
December 2, 2025**

Minutes:

1. Call to Order

The Finance & Budget Committee Meeting was called to order at 5:05 PM by Committee Chair, Kelsey McGuire-Bruce.

2. Roll Call

Members Present: Kelsey McGuire-Bruce, Danielle Girard, and Robert Anderson

Members Absent: None

Also Present: Amanda Pickett, Rosalee Brocuglio, Philip Kober, Steven Moccio, Superintendent; Lorena Cisneros, Business Manager

Audiences: Mark Henrick, Intern and Cheryl Gustafson, Intern

3. Discussion Items

A. Report from Business Department

1) Accounts and Payroll Update

Mrs. Cisneros provided an overview of the monthly expenditure certification process. She explained how the MUNIS Summary Report is presented each month to the Finance Committee and reviewed the key components of the report for the new BOE Finance members. She clarified the meaning of the following columns: Original Budget, Revised Budget, Monthly Expenditures, Year-to-Date (YTD) Expenditures, Encumbrances. Mrs. Cisneros highlighted how the encumbrance column reflects committed funds that are not yet paid and how the report shows the available balance at the end of each month.

2) FY2026 Budget Status

Mrs. Cisneros distributed the approved FY2026 Budget packet, which includes every account managed by the Board of Education (BOE) and projections for end-of-year (EOY) expenditures. Mr. Moccio provided additional background on how the FY2026 budget was developed, noting the detailed process and assumptions used when building the budget in the previous fiscal year.

3) Talented and Gifted (TAG) Program Update

Mrs. Cisneros updated the committee on the funding for the Talented and Gifted Program. She explained the source of the funds, including those provided through the Will, and how the district allocates these funds to support the TAG program, particularly at the middle school level.

4) District and Student Activity Accounts

Mrs. Cisneros and Mr. Moccio reviewed the structure and purpose of student activity accounts at each school. They explained how schools generate revenue for these accounts and the guidelines for allowable expenditures. They also provided an overview of the district activity accounts, detailing the sources of revenue and the processes for expending funds within each account.

5) Gifts, Grants, and Bequests

Mr. Moccio informed the committee that the SAVE Sports organization will be sending the district the remaining balance of their funds, approximately \$59,000. Upon receipt, the funds will be deposited into the district activity account to support the BOE budget until they are fully expended.

4. Item from the table

Mr. Anderson asked about the possibility of starting future Finance Committee meetings at 5:30 PM.
A response and final decision on this change is pending.

5. Adjournment

Mrs. McGuire-Bruce moved, second by Danielle Girard, to adjourn the December 2, 2025, Finance & Budget Committee meeting. By unanimous vote, the motion passed.

Respectfully Submitted,

Lorena Cisneros
Business Manager