



# BLUE HILLS

REGIONAL TECHNICAL SCHOOL

## OFFICE OF BUSINESS AND PERSONNEL ADMINISTRATION

TO: Finance and Administration Subcommittee  
District School Committee  
James Quaglia, Superintendent - Director

FROM: Steven Moore, Assistant Superintendent

DATE: April 9, 2018

SUBJECTS: 2018 Q3 Budget Update

### **Q3 Budget Report**

Attached are two charts. The first is the Q3 FY18 Budget Report for the period ending March 31, 2018. The second chart shows the change in account balances from the 2<sup>nd</sup> Quarter to the 3<sup>rd</sup> Quarter. The information below provides additional insight to the two reports.

#### **Salary Lines**

All salaries lines are tracking according to plan. The total salary budget now shows a projected surplus of \$41,920. Two factors contribute to the increase in account balance from the prior quarter. Of the 13 teachers announcing that they would make a mid-year lane change only 3 actually made a lane change. The second reason for the increase in the 2000 Series is that a teacher on unpaid maternity leave is being replaced by a less expensive substitutes.

#### **Expense Lines**

See below for line item comments

**1000 Series** – The bulk of the funds showing as available can be attributed to unencumbered funds for legal services (\$11,000) and technology licenses and supplies (\$40,000) and school committee dues and services (\$11,000) the remaining balance is comprised of mostly unencumbered pending contracted services.

**2000 Series** – This account should have a slightly higher expended/encumbered percentage. The vocational program has \$134,000 in materials, capital equipment and texts still to purchase, while the bulk of the remaining dollars are for technology and professional development. During the third quarter \$164,000 was spent on instructional materials and services.

**3000 Series** – The bulk of the unencumber funds athletic equipment repairs and officials and for unencumbered transportation expense for athletics and field trips. The available balance in this fund will decrease slowly through the rest of the year.

**4000 Series** – The majority of the funds available are for maintenance of facilities and maintenance of equipment. Typically these line see more activity during the second half of the school year. The district still has not fully encumbered funds for vehicle fuel, facilities contracted services, and supplies and materials. The facilities department is spending very conservatively when it comes to building maintenance in light of the pending renovation.

**5000 Series** – Available budget is being held in reserve to cover the PEC liability

**7000 Series** – Budget fully expended as planned. Funds were used to finance the design phase of the renovation project

#### **Request to Transfer Funds**

No request to transfer funds is necessary at this time

2018 Budget Q3 YTD Report

SALARY ACCOUNTS FOR: PERIOD ENDING 3/31/2018	Budget	TRANSFERS	Adjusted BUDGET	YTD EXPENDED	PROJECTED	AVAILABLE BUDGET	PCT Expended
	1000 DISTRICT LEADERSHIP AND ADMINISTRATION	763,031	9,257	772,288	564,116	208,171	1
2000 INSTRUCTION	8,673,683	54,748	8,728,431	5,115,605	3,570,908	41,918	59%
3000 STUDENT SERVICES	426,820	3,661	430,481	279,743	150,737	0	65%
4000 OPERATIONS and MAINTENANCE OF PLANT	1,126,406	58,268	1,184,674	854,767	329,907	0	72%
<b>TOTALS</b>	<b>10,989,940</b>	<b>125,934</b>	<b>11,115,874</b>	<b>6,814,231</b>	<b>4,259,723</b>	<b>41,920</b>	<b>100%</b>
EXPENSE ACCOUNTS FOR: PERIOD ENDING 3/31/2018	Budget	TRANSFERS	Adjusted BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT Exp/Enc
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	382,108	-	382,108	258,373	46,746	76,989	80%
2000 INSTRUCTION	817,868	-	817,868	465,027	125,197	227,644	72%
3000 STUDENT SERVICES	1,192,889	-	1,192,889	766,758	406,890	19,241	98%
4000 OPERATIONS and MAINTENANCE OF PLANT	1,319,590	-	1,319,590	766,179	357,477	195,934	85%
5000 FIXED CHARGES	4,339,055	(125,934)	4,213,121	3,144,201	968,890	100,030	98%
7000 CAPITAL PROJECTS	1,332,571	-	1,332,571	1,332,570	-	1	100%
<b>TOTALS</b>	<b>9,384,081</b>	<b>(125,934)</b>	<b>9,258,147</b>	<b>6,733,108</b>	<b>1,905,200</b>	<b>619,839</b>	<b>93%</b>
<b>TOTAL ALL ACCOUNTS</b>	<b>20,374,021</b>	<b>-</b>	<b>20,374,021</b>	<b>13,547,339</b>	<b>6,164,923</b>	<b>661,759</b>	<b>97%</b>

<u>Q2 to Q3 Change in End of Quarter Account Balance</u>						
	2018 Q2 Projected Account Balance	2018 Q2 Actual Percent Expended	2018 Q3 Projected Account Balance	2018 Q3 Actual Percent Expended	Change Q2 to Q3	
<b>SALARY ACCOUNTS</b>						
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	\$ -	49%	\$ 1	73%	\$ 0	
2000 INSTRUCTION	\$ 18,625	36%	\$ 41,919	59%	\$ 23,294	
3000 STUDENT SERVICES	\$ (5,361)	36%	\$ 0	65%	\$ 5,361	
4000 OPERATIONS and MAINTENANCE OF PLANT	\$ 667	48%	\$ 0	72%	\$ (667)	
<b>TOTALS</b>	<b>\$ 13,931</b>	<b>100%</b>	<b>\$ 41,920</b>	<b>100%</b>	<b>\$ 27,989</b>	
<b>EXPENSE ACCOUNTS</b>						
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	\$ 130,020	64%	\$ 76,989	80%	\$ (53,031)	
2000 INSTRUCTION	\$ 392,184	58%	\$ 227,644	72%	\$ (164,540)	
3000 STUDENT SERVICES	\$ 78,205	93%	\$ 19,241	98%	\$ (58,964)	
4000 OPERATIONS and MAINTENANCE OF PLANT	\$ 207,967	77%	\$ 195,934	81%	\$ (12,033)	
5000 FIXED CHARGES	\$ 100,304	96%	\$ 100,030	96%	\$ -	
7000 CAPITAL PROJECTS	\$ 1	65%	\$ 1	100%	\$ -	
<b>TOTALS</b>	<b>\$ 908,681</b>	<b>90%</b>	<b>\$ 619,839</b>	<b>92%</b>	<b>\$ (288,842)</b>	
<b>TOTAL ALL ACCOUNTS</b>	<b>\$ 922,612</b>	<b>95%</b>	<b>\$ 661,759</b>	<b>97%</b>	<b>\$ (260,853)</b>	