



OFFICE OF BUSINESS AND PERSONNEL ADMINISTRATION

TO: Finance and Administration Subcommittee
District School Committee
Jill Rossetti, Superintendent - Director

FROM: Michelle Resendes, Business Manager

DATE: November 17th, 2020

SUBJECTS: 2021 Budget Update

Q1 Budget Report

Attached is the Q1 FY21 Budget Report for the period ending September 30th,2020.

Salary Lines

Once the appropriate transfer of funds held in reserve in expense accounts for the anticipated 2021 contract settlements are moved to the appropriate salary lines then we should close the year within budget for all salary accounts. The surplus shown in the 1000 and 4000 series are due to the reduction in positions in preparation of the reduction in Chapter 70 funds due to the COVID-19 Pandemic. Surplus in the 3000 series is due to savings in Athletics. Additional surplus in multiple accounts are due to raises not being allocated to the non-union contracted employees as of 09/30/2020.

Expense Lines

Funds will need to be transferred from the insurance account lines into the appropriate salary budget lines now that we can reasonably anticipate the salary impact of the union contracts.

1000 Series- The bulk of the funds showing as available can be attributed to unencumbered funds for Supplies, Postage, Dues/Subscriptions and Travel.

2000 Series- This account series would have a higher expended/encumbered percentage at this point in the year but due to not knowing what the Chapter 70 funding is officially, department heads were directed to work based off of absolute need at the moment. The district is working to keep evaluating the ever changing landscape of funding and will work on encumbering and expending based on the current outlook. By the 3rd quarter we

hope to have a clear picture of what the funding is and would expect to see about 80% of these funds encumbered or expended.

3000 Series- The bulk of the unencumbered funds are for athletic programs as well as for transportation expenses. The daily transportation contract is in the process of being renegotiated. Currently the attorney has the contract and once it is vetted by the firm then the proper encumbrance will be entered into the system. There is also some savings in athletic and homeless transportation costs.

4000 Series- The majority of the funds available are for maintenance of facilities and maintenance of equipment. Typically, these lines see more activity during the second half of the school year. With the building project still ongoing but soon to finish the district is consistently evaluating what projects will need to happen once the project is closed. Currently the district is looking at multiple quotes for the West Stair repairs. Also the district is seeing some savings in utility costs. Other unencumbered funds are due to snow removal and vehicle maintenance.

5000 Series- This series covers insurance and benefit related costs. A surplus in these accounts is possible at year end. Refinance of Ban expenses are considered a 5000 series expense. Current cost of Ban refinance is \$20,235.21

Request to Transfer Funds

In building the 2021, budget the district placed \$92,070 in funding for anticipated raises in the 5000 series accounts. Now that we can reasonably anticipate the impact of the new contracts we are requesting the committee transfer the funds to the appropriate salary line.

Motion to transfer funds

Decrease the budget of the 5000 Fixed Charges Series by:	(\$92,070)
Increase the budget of the 1000 Administration Series by:	\$823
Increase the budget of the 2000 Instructional Series by:	\$71,268
Increase the budget of the 3000 Student Services Series by:	\$2,916
Increase the budget of the 4000 Operations Series by:	\$17,063



OFFICE OF BUSINESS AND PERSONNEL ADMINISTRATION

2021 Budget Q1 Budget Report and Transfer Request

SALARY ACCOUNTS FOR: PERIOD ENDING 09/30/2020	Budget	TRANSFERS	Adjusted BUDGET	YTD EXPENDED	PROJECTED	AVAILABLE BUDGET	PCT Expended
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	665,549	823	666,372	141,546	416,776	108,050	21%
2000 INSTRUCTION	9,306,825	71,268	9,378,093	1,221,798	8,078,453	77,842	13%
3000 STUDENT SERVICES	584,215	2,916	587,131	38,711	453,440	94,980	7%
4000 OPERATIONS and MAINTENANCE OF PLANT	1,437,378	17,063	1,454,441	329,141	921,445	203,855	23%
TOTALS	11,993,967	92,070	12,086,037	1,731,197	9,870,113	484,727	96%
EXPENSE ACCOUNTS FOR: PERIOD ENDING 09/30/2020	Budget	TRANSFERS	Adjusted BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT Exp/Enc
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	270,144	-	270,144	32,129	122,678	115,337	57%
2000 INSTRUCTION	762,064	-	762,064	89,313	122,910	549,842	28%
3000 STUDENT SERVICES	1,166,107	-	1,166,107	15,082	793,205	357,821	69%
4000 OPERATIONS and MAINTENANCE OF PLANT	1,524,885	-	1,524,885	212,729	631,750	680,406	55%
5000 FIXED CHARGES	4,754,997	(92,070)	4,662,927	1,075,664	3,205,029	382,235	92%
7000 CAPITAL PROJECTS	100,000	-	100,000	-	-	100,000	0%
8000 DEBT SERVICE	500,000	-	500,000	-	500,000	-	100%
TOTALS	9,078,197	(92,070)	8,986,127	1,424,916	5,375,571	2,185,640	76%
TOTAL ALL ACCOUNTS	21,072,164	-	21,072,164	3,156,113	15,245,684	2,670,367	87%

