



OFFICE OF BUSINESS AND PERSONNEL ADMINISTRATION

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

FROM: Michelle Resendes, Business Manager

DATE: March 2, 2021

SUBJECTS: 2021 Budget Update

Q2 Budget Report

Attached is the Q2 FY21 Budget Report for the Period ending December 31, 2020

Salary Accounts

The salary accounts for the second quarter are in good shape for this time of year. In the third quarter, we will see the full increases for all negotiated final salary contracts as three of the contracts were finalized after Dec 31st. We are still waiting on one contract to be finalized before we start working on the negotiations for the upcoming contract. We also held off on all individual contract raises until the third quarter as well.

Expense Accounts

District Leadership and Administration – 1000 Series: Bulk of remaining funds are for unencumbered legal costs, miscellaneous contracted services, and supplies.

Instruction – 2000 Series: Majority of unencumbered funds are for technology, text books, and vocational materials and equipment.

Student Services – 3000 Series: Residual balance is associated with unencumbered transportation and athletic program costs.

Operation and Maintenance of Plant – 4000 Series: Unencumbered balance can be attributed to potential savings in contracted service needs and special project needs. As we continue to close out the project we will start to see these funds become spent and

encumbered to account for the service contract and work that is not covered by the project.

We are still examining the potential savings in utilities. It is too early in the year to assess any real savings in electricity or natural gas use related to the project but we are continuing to monitor.

Fixed Costs – 5000 Series: These accounts should not have a significant year end surplus.

Capital Projects and Debt Service – Both accounts are where they should be for this time of year.

COVID-19 Expenditures

Currently we are tracking all COVID expenditures in the proper DOE function codes even if the lines have no budget. We will at the end of the year be asking for a transfer of funds to bring these accounts into the black. These expenditures are not covered by the FY21 COVID grants we have received already.

Textbooks Academic - \$9,493.50
Textbooks Vocational - \$5,158.81
Vocational Supplies - \$1,663.53
Office Supplies - \$788.93
Classroom Instructional Technology - \$48,929.00
Health Services supplies PPE - \$5,413.32
Cafeteria Non food supplies - \$1,554.82
Custodial/Maintenance overtime - \$2,320.79
Custodian supplies COVID - \$2,190.81
Covid Building Maintenance Supplies - \$40,386.16
COVID pool supplies - \$824.00

Total GF COVID Expenditures As of 2.19.21	<u>\$ 152,144.28</u>
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Requested Budget Transfers – None this quarter



OFFICE OF BUSINESS AND PERSONNEL ADMINISTRATION

2021 Budget Q2 Budget Report and Transfer Request

SALARY ACCOUNTS FOR: PERIOD ENDING 09/30/2020	<u>Budget</u>	TRANSFERS	<u>Adjusted BUDGET</u>	YTD EXPENDED	PROJECTED	AVAILABLE BUDGET	PCT Expended
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	666,372	-	666,372	248,115	268,747	149,509	37%
2000 INSTRUCTION	9,378,093	-	9,378,093	2,967,049	5,764,827	646,217	32%
3000 STUDENT SERVICES	505,392	-	505,392	77,948	131,892	295,552	15%
4000 OPERATIONS and MAINTENANCE OF PLANT	1,454,441	-	1,454,441	562,242	631,510	260,689	39%
TOTALS	12,004,298	-	12,004,298	3,855,354	6,796,976	1,351,968	89%
EXPENSE ACCOUNTS FOR: PERIOD ENDING 09/30/2020	<u>Budget</u>	TRANSFERS	<u>Adjusted BUDGET</u>	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT Exp/Enc
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	270,144	-	270,144	54,640	59,844	155,660	42%
2000 INSTRUCTION	762,064	-	762,064	249,458	75,204	437,402	43%
3000 STUDENT SERVICES	1,247,846	-	1,247,846	285,087	359,170	603,589	52%
4000 OPERATIONS and MAINTENANCE OF PLANT	1,524,885	-	1,524,885	406,700	523,184	595,002	61%
5000 FIXED CHARGES	4,662,927	-	4,662,927	2,507,091	1,928,776	227,060	95%
6000 COMMUNITY SVS	-	-	-	824	-	(824)	0%
7000 CAPITAL PROJECTS	100,000	-	100,000	-	-	100,000	0%
8000 DEBT SERVICE	500,000	-	500,000	-	-	500,000	0%
TOTALS	9,067,866	-	9,067,866	3,503,799	2,946,179	2,617,888	71%
TOTAL ALL ACCOUNTS	21,072,164	-	21,072,164	7,359,153	9,743,155	3,969,856	81%