



# **1<sup>st</sup> Quarter FY23**

## **Financial Report to the School Committee**

December 1, 2022

The data in these reports are as of September 30 for the operating budget.

### **The Budget Overview**

Welcome to the 1Q23 financial report overview. We closed out FY22 and moved into FY23 smoothly. We carried forward some encumbrances to pay invoices for items we did not receive before the year closed. Those will be paid when we receive the goods or services.

I want to remind you of something I mentioned in 1<sup>st</sup> Quarter FY22 Financial report. I mentioned there were things that maintenance needed in terms of equipment and/or contractual services. None of these stop us from educating our students but make us more efficient or address needs further down in priority. As a refresher, most of our HVAC systems have not had any preventative maintenance performed. There is equipment that facilities would like to add that would save them time while also keeping students safe.

We have used funding from the School Choice revolving account to acquire

### **The Operating Budget (OB)**

Currently, the budget shows a \$338,171 deficit. All salaries and most recurring expenses have been accounted for through encumbrances. They are included in the deficit number. For the most part, the deficit is a result of the way we budget for Special Education expenses. As you know, we are unable to allow sufficient funds to the operating budget to cover all of the anticipated special education expenses. We budget what we can and know we will cover the remaining expenses from our Circuit Breaker (CB) revolving account. This is not uncommon. Last year's budget looked like this all year. We have Circuit Breaker (CB), which can be used to offset any and all Special Education expenses. Currently, CB has approximately \$1.3M in its account. We can expect to receive additional CB reimbursements of \$310,716 per quarter this fiscal year. So, as it stands now, we are okay.

The thing to remember about the budget is that I manage to the bottom line. As you see from my report(s), we track expenses in detail. However, while I track, review, and adjust expense posting on an ongoing basis, the bottom line is what matters at the end of the year.

### **Revolving Accounts**

This report contains a line-item listing of the major revolving accounts. As I stated earlier, CB has a balance of \$1.3M. These funds will be used to supplement Special Education expenses not covered by the operating budget.

FACILITY RENTAL has a balance of \$98,703. While this is not a lot of money, it has recovered somewhat from the COVID years. A good deal of ongoing building maintenance that occurs during the year is funded through this account. The operating budget is not funded sufficiently to cover all the expenses that occur during the school year. These expenses are historically paid with funds generated through facility rental. School Choice has been used to help fund some of the costs of maintaining our buildings and grounds.

PRESCHOOL has a balance of \$131,859. These funds will be used to offset expenses incurred operating the Preschool program, thus easing the pressure on the operating budget. Last year, the Pre-School program generated enough income to cover some of the salary costs incurred from increasing the program's number of days offered. It also allows Principal Rouleau to be able to offer scholarships to some families in need. Conversations with Principal Rouleau leads me to believe he expects another great year in attendance at the five-day program.

As I mentioned in previous reports, this program is highly subsidized by the operating budget and having these funds available helps greatly.

SCHOOL CHOICE revolving fund has a healthy balance of \$571,692. Expenses were removed from this account and placed in the operating budget so that we could maximize the use of CB funds. We have received a little over \$20,000 in School Choice revenue so far this quarter. Like other revolving funds is used to offset unfunded expenses. These expenses can be from a variety of areas. The Superintendent has earmarked a good portion (approximately \$363,000) for projects he has identified. This includes \$100 allocation to each teacher in the district to spend on supplies as they see fit; \$5,000 to the music program; \$10,000 to each school's library; Athletic Director to purchase new uniforms; \$50,000 allocated to the Curriculum Director for use for Professional Development; \$5,000 to each Principal to affect Climate/Culture; Approximately \$10,000 to make the doors at GMS & FMS ADA compliant; money to upgrade the audio at FMS Library and Auditorium; New Computers for the video production program, to name just a few of the major uses of these funds.

### **Grants**

The grants are listed in the report by grant number. Some of the FY23 grants may have nothing posted to them at this time. It is early in the fiscal year. Salaries and/or other expenses may get moved, later in the year, into these grants according to the grant guidelines. We no longer charge certain Special Education salaries to the #240 (1003) grant. To avoid the issue of charging salary expenses before the grant is available, we now charge Special Education tuitions to this grant. We can wait until the end of September (or later) to pay and charge tuitions to the grant.

We have spent all of the money allocated to ESSER I and ESSER II (spent or encumbered) according to the agreed upon budget. ESSER II is slightly overspent but there is room to move the excess expenses to ESSER III. ESSER I will be closed out at the end of November and we will begin the process of reviewing the ESSER II expenses to level them according to each expense allocation category in the budget. We are spending money from ESSER III and have until 2024 to spend all of the funds.

We have kept our ESSER funding separate from the operating budget to reduce the chance of the district becoming dependent on these one-time funds. The district knows that any personnel or program annotated in the ESSER budgets go away when the funds run out.

The district has bi-weekly grant meetings that are attended by the Superintendent, the Curriculum Director, the Superintendent's Special Project Coordinator, the Special Education Director, the Business Manager, the Superintendent's Admin Assistant, and the grants manager. These meetings are used to update stakeholders on the status and changes to any of the district's grants.

### **Summary**

There is nothing at this time that strikes me as out of the ordinary or gives me reason for concern. This is typical for this early in the fiscal year (1<sup>st</sup> Quarter). Subsequent reports will encompass more of our operational year

and will give a better picture of the state of the budget and our spending. This will allow me to give you a more detailed picture of how I think things are going.

### CONDENSED OPERATING BUDGET

DOE CODE	Account Description	BUDGET	ACCOUNT YTD	ENCUMBRANCE	BUDGET BALANCE
1000	ADMINISTRATION	\$939,343.27	\$232,409.03	\$625,338.84	\$81,595.40
2000	INSTRUCTIONAL LEADERSHIP	\$15,677,750.09	\$2,307,826.10	\$13,557,407.59	(\$187,483.60)
3000	PUPIL SERVICES	\$1,314,943.85	\$193,948.15	\$1,216,678.56	(\$95,682.86)
4000	OPERATIONS & MAINTENANCE	\$1,805,792.34	\$411,221.98	\$1,142,679.30	\$254,890.75
5000	BENEFITS & FIXED CHARGES	\$0.00	\$3,313.70	\$21,067.92	(\$24,381.62)
9000	PROGRAMS WITH OTHER DISTRICTS	\$1,928,578.00	\$504,995.38	\$1,665,783.91	(\$242,201.29)
	<b>FY23 BUDGET</b>	<b>\$21,666,408</b>	<b>\$3,653,714</b>	<b>\$18,228,956</b>	<b>(\$216,263)</b>
<b>Group Code</b>	<b>Types of accounts included in this code</b>				
1000	School Committee, Superintendent, Asst. Superintendent, Business Office, legal expenses, IT (tech & admin)				
2000	SPED Director & staff, IT Director, Instructional Staff, wages for Principals, Teachers, PD, Textbooks, Instructional Supplies				
3000	Nurse wages, Health Services expenses, Transportation (GenEd & SPED), Athletics				
4000	Building Expenses (heating, gas, electricity), Custodial Salaries & Supplies, Building & Grounds Maintenance, Tech Infrastructure				
5000	Employee retirement or separation costs				
9000	Special Education Tuition Payments				

## DETAILED OPERATING BUDGET

DOE CODE	Account Description	BUDGET	ACCOUNT YTD	ENCUMBRANCE	BUDGET BALANCE
	<b>ADMINISTRATION</b>				
1110	SCHOOL COMMITTEE - 1110	\$19,000.00	\$12,319.50	\$725.00	\$5,955.50
1210	SUPERINTENDENT - 1210	\$326,580.43	\$91,737.94	\$201,651.06	\$33,191.43
1220	WAGES-ASST SUPT/CURR DIRECTOR	\$138,060.51	\$0.00	\$102,682.02	\$35,378.49
1410	BUSINESS AND FINANCE - 1410	\$298,624.01	\$69,113.07	\$224,174.52	\$5,336.42
1430	LEGAL SERVICES FOR SCHOOL COMMITTEE - 1430	\$50,000.00	\$172.50	\$30,827.50	\$19,000.00
1450	DISTRICT WIDE INFORMATION MANAGEMENT AND TECHNOLOG - 1450	\$107,078.32	\$59,066.02	\$65,278.74	(\$17,266.44)
		\$939,343.27	\$232,409.03	\$625,338.84	\$81,595.40
	<b>INSTRUCTIONAL LEADERSHIP</b>				
2110	CURRICULUM DIRECTORS (SUPERVISORY) - 2110	\$150,432.05	\$32,103.11	\$90,401.62	\$27,927.32
2120	DEPARTMENT HEADS (NON- SUPERVISORY) - 2120	\$77,536.88	\$19,909.20	\$52,170.97	\$5,456.71
2130	INSTRUCTIONAL TECHNOLOGY LEADERSHIP AND TRAINING - 2130	\$107,285.00	\$24,256.20	\$81,889.80	\$1,139.00
2210	SCHOOL LEADERSHIP-BUILDING-PRINCIPALS OFFICE - 2210	\$948,309.81	\$251,456.47	\$702,053.15	(\$5,199.81)
2220	SCHOOL CURRICULUM LEADERS/DEPARTMENT HEADS - BUILD - 2220	\$279,304.33	\$75,632.33	\$255,574.76	(\$51,902.76)
2250	NON INSTRUCTIONAL BUILDING TECHNOLOGY - 2250	\$15,000.00	\$3,571.01	\$11,058.43	\$370.56
2300	INSTRUCTIONAL - 2300	\$250.00	\$0.00	\$2,500.00	(\$2,250.00)
2305	CLASSROOM TEACHERS - 2305	\$9,188,371.19	\$1,041,764.58	\$8,016,893.23	\$129,713.38
2310	SPECIALIST TEACHERS - 2310	\$835,655.91	\$124,981.95	\$958,195.05	(\$247,521.09)
2315	INSTRUCTIONAL COORDINATORS AND TEAM LEADERS (NON S - 2315)	\$31,739.74	\$0.00	\$0.00	\$31,739.74
2320	MEDICAL/THERAPEUTIC SERVICES - 2320	\$749,598.00	\$147,955.70	\$558,077.87	\$43,564.43
2324	SUBSTITUTES, LONG-TERM - 2324	\$51,824.00	\$0.00	\$0.00	\$51,824.00
2325	SUBSTITUTES, SHORT TERM- 2325	\$0.00	\$9,067.02	\$0.00	(\$9,067.02)
2330	NON-CLERICAL PARAPROFESSIONALS/INSTRUCTIONAL ASSIS - 2330	\$1,073,917.69	\$166,982.86	\$1,238,171.59	(\$331,236.76)
2340	LIBRARIANS AND MEDIA CENTER DIRECTORS - 2340	\$279,660.00	\$27,057.57	\$207,441.43	\$45,161.00
2345	DISTANCE LEARNING AND ONLINE COURSEWORK - 2345	\$7,500.00	\$7,500.00	\$0.00	\$0.00
2351	PROFESSIONAL DEVELOPMENT LEADERSHIP DEVELOPMENT ( - 2351)	\$15,100.00	\$3,585.00	\$0.00	\$11,515.00
2354	WAGES-EDUCATIONAL STIPENDS	\$50,556.00	\$5,015.94	\$97,108.16	(\$51,568.10)
2355	PD SUBS - 2355	\$15,000.00	\$0.00	\$0.00	\$15,000.00
2357	PD STIPENDS, PROVIDERS AND EXPENSES - 2357	\$35,526.00	\$9,323.64	\$7,417.00	\$18,785.36
2410	TEXTBOOKS AND RELATED SOFTWARE/MEDIA/MATERIALS - 2410	\$68,360.00	\$28,916.70	\$1,272.87	\$38,170.43
2415	OTHER INSTRUCTIONAL MATERIALS - 2415	\$18,410.00	\$4,746.33	\$1,742.67	\$11,921.00
2420	INSTRUCTIONAL EQUIPMENT - 2420	\$20,700.00	\$3,559.44	\$7,999.78	\$9,140.78
2430	GENERAL SUPPLIES - 2430	\$112,700.00	\$29,911.29	\$48,569.04	\$34,219.67
2440	OTHER INSTRUCTIONAL SERVICES - 2440	\$71,190.00	\$718.30	\$52,871.70	\$17,600.00
2451	CLASSROOM (LAB) INSTRUCTIONAL TECHNOLOGY - 2451	\$89,500.00	\$70,129.56	\$19,004.88	\$365.56
2453	OTHER INSTRUCTIONAL HARDWARE - 2453	\$65,776.00	\$14,405.40	\$33,379.75	\$17,990.85
2455	INSTRUCTIONAL SOFTWARE - 2455	\$66,535.00	\$41,313.54	\$8,627.14	\$16,594.32
2710	GUIDANCE - 2710	\$893,544.49	\$130,184.88	\$777,214.58	(\$13,854.97)
2720	TESTING AND ASSESSMENT - 2720	\$28,628.00	\$1,861.44	\$8,263.19	\$18,503.37
2800	PSYCHOLOGICAL SERVICES - 2800	\$329,840.00	\$31,916.64	\$319,508.93	(\$21,585.57)
		\$15,677,750.09	\$2,307,826.10	\$13,557,407.59	(\$187,483.60)
	<b>PUPIL SERVICES</b>				
3100	SUBSTITUTE TEACHER COORDINATOR	\$7,700.00	\$0.00	\$0.00	\$7,700.00
3200	HEALTH SERVICES - 3200	\$195,815.74	\$30,644.09	\$245,806.84	(\$80,635.19)
3300	STUDENT TRANSPORTATION SERVICES(TO AND FROM SCHOOL - 3300)	\$784,150.00	\$108,117.36	\$799,272.64	(\$123,240.00)
3400	FOOD SERVICES - 3400	\$15,000.00	\$114.00	\$0.00	\$14,886.00
3500	ATHLETICS - 3500	\$243,115.61	\$54,942.55	\$117,628.53	\$70,544.53
3520	OTHER STUDENT ACTIVITIES - 3520	\$69,162.50	\$130.15	\$53,970.55	\$15,061.80
		\$1,314,943.85	\$193,948.15	\$1,216,678.56	(\$95,682.86)
	<b>OPERATIONS &amp; MAINTENANCE</b>				
4100	OPERATIONS AND MAINTENANCE - 4100	\$45,000.00	\$3,217.28	\$6,000.00	\$35,782.72
4110	CUSTODIAL SERVICES - 4110	\$830,882.36	\$187,640.48	\$685,836.55	(\$42,594.67)
4120	HEATING OF BUILDINGS - 4120	\$260,000.00	\$1,907.00	\$269,358.00	(\$11,265.00)
4130	UTILITY SERVICES - 4130	\$365,000.00	\$120,789.04	\$21,556.58	\$222,654.38
4210	MAINTENANCE OF GROUNDS - 4210	\$118,935.00	\$20,384.63	\$64,729.14	\$33,821.23
4220	MAINTENANCE OF BUILDINGS - 4220	\$85,000.00	\$41,444.05	\$29,150.00	\$17,405.64
4230	MAINTENANCE OF EQUIPMENT - 4230	\$6,000.00	\$282.58	\$0.00	\$5,717.42
4400	NETWORKING AND TELECOMMUNICATIONS - 4400	\$72,705.98	\$21,367.88	\$60,144.82	(\$8,806.72)
4450	TECHNOLOGY MAINTENANCE - 4450	\$22,269.00	\$14,189.04	\$5,904.21	\$2,175.75
		\$1,805,792.34	\$411,221.98	\$1,142,679.30	\$254,890.75
	<b>BENEFITS &amp; FIXED CHARGES</b>				
5150	WAGES- EMPLOYEE SEPERATION COSTS	\$0.00	\$3,313.70	\$21,067.92	(\$24,381.62)
	<b>PROGRAMS WITH OTHER DISTRICTS</b>				
9000	PROGRAMS WITH OTHER SCHOOL DISTRICTS - 9000	\$1,842,578.00	\$422,199.85	\$1,310,350.00	\$110,028.15
9100	PROGRAMS WITH OTHER DISTRICTS IN MASS - 9100	\$35,000.00	\$0.00	\$49,058.44	(\$14,058.44)
9400	SPEL-PAYMENTS TO COLLABORATIVES	\$51,000.00	\$82,795.53	\$306,375.47	(\$338,171.00)
		\$1,928,578.00	\$504,995.38	\$1,665,783.91	(\$242,201.29)
	<b>FY23 BUDGET</b>	\$21,666,408	\$3,653,714	\$18,228,956	(\$216,263)

## REVOLVING ACCOUNTS

Account	Description	Balance				
Circuit Breaker	CIRCUIT BREAKER REVOLVING	\$1,342,126				
SPED Reserve	SPEC ED RESERVE FUND REVOLVING	\$20,785				
School Lunch	SCHOOL LUNCH REVOLVING	\$188,380				
Pre-School	PRESCHOOL REVOLVING	\$131,859				
Athletics	ATHLETIC REVOLVING	\$7,637				
Alternative Student	ALTERNATIVE STUDENT PROGRAM REVOLVING	\$63,738				
School Facility Rental	SCHOOL FACILITY RENTAL REVOLVING	\$98,703				
School Choice	SCHOOL CHOICE REVOLVING	\$571,692				
Student Fee	STUDENT FEE REVOLVING	\$97,303				
Foreign Exchange	FOREIGN EXCHANGE REVOLVING	\$218,582				
Spanish Immersion	SPANISH IMMERSION REVOLVING (SUMMER)	\$533				
Transportation	TRANSPORTATION REVOLVING	\$106,411				
Lost Book	LOST BOOK REVOLVING	\$1,202				
<b><u>LEGEND</u></b>						
<b><u>Account</u></b>	<b><u>Description/Use</u></b>					
Circuit Breaker (CB)	Special Education reimbursement from the Commonwealth. Funds can be used for SPED expenses, primarily tuitions. Can be used without further permission or appropriation					
SPED Reserve	Special Education reserve fund. Money can be used to offset SPED expenses. However, need approval from Town Selectmen					
School Lunch	Revenues are a result of state and federal reimbursements and paid for meals served. Expenses in this line include the monthly contract price paid to the food service company (FreshPicks & now Whitson's) and any other school lunch related expense					
Alternative Student	Money from gifts and donations. Expenses that benefit students and/or the operation of the school.					
School Choice	Money derived from incoming school choice students. Expenses paid from this account must benefit students.					
Student Fee	Fees collected for a student activity. Used for any student related activity cost offset, primarily sports related (transportation, referees, equipment) or other activity related expenses					
Foreign Exchange	Revenue is from foreign exchange student hosting. Expenses paid are generally those related to supporting exchange activities and to pay school related fees for exchange students					
Spanish Immersion	Revenue is from a tuition based summer camp. Expenses are to offset program expenses					
Transportation	Revenue is from bus fees paid by GenEd students. Expenses generally are for transportation costs that are not charged to the operating budget					
Lost Book	Revenue derived from collecting fees to replace lost books. This primarily affects high school students because they are not allowed to graduate until they pay all outstanding fees. Expenses normally are the purchases of textbooks.					

## GRANTS

GRANT	FUND#	ALLOCATION	EXPENDED	REMAINING	End Date	COST CENTER ALLOCATION
TITLE II GRANT FY23 <b>4100723</b>	#140	\$28,283	\$0	\$28,283		2000
DIGITAL LITERACY NOW FY23 <b>5214223</b>	#147	\$4,500	\$0	\$4,500	12/31/2022	2000
TITLE III GRANT FY23 <b>4105223</b>	#180	\$12,336	\$0	\$12,336		2000
SPED 94-142 ALLOCATION FY22 <b>4100322</b>	#240	\$349,655	\$349,655	\$0	9/30/2023	2000
SPED 94-142 ALLOCATION FY23 <b>4100323</b>	#240	\$362,725	\$357,462 Incl. Encombr. \$335,007	\$5,263		2000
ARP IDEA <b>4104722</b>	#252	\$70,457	\$69,757	\$700	9/30/2023	2000
SPED EARLY CHILDHOOD FY23 <b>4100223</b>	#262	\$7,917	\$0	\$7,917		2000
ARP HOMELESS CHILD & YOUTH <b>4104822</b>	#302	\$3,568	\$0	\$3,568	8/31/2024	2000
TITLE I GRANT FY22 <b>4100522</b>	#305	\$125,857	\$81,678	\$44,179	9/30/2023	2000
TITLE I GRANT FY23 <b>4100523</b>	#305	\$168,360	\$0	\$168,360		2000
TITLE IV GRANT FY23 <b>4201223</b>	#309	\$10,000	\$0	\$10,000		2000
INVESTIGATING HISTORY PILOT FY23 <b>5215323</b>	#585	\$8,600	\$6,000	\$2,600	6/30/2023	2000
ESSER-I <b>4103921</b>	#113	\$143,374	\$143,374	\$0	9/30/2022	2000
ESSER II <b>4104522</b>	#115	\$476,097	\$556,785	(\$80,688)	9/30/2023	2000
ESSER III <b>4104922</b>	#119	\$1,118,562	\$503,416 Incl. Encombr. \$403,461	\$615,146	9/30/2024	2000
CAPITAL SCHOOL WIFI FY21 <b>7514221</b>		\$72,000	\$68,433	\$3,567		2000
CAPITAL SCHOOL WIFI FY22 <b>7514722</b>		\$72,000	\$10,856	\$61,144		2000
TECH/INFRASTRUCTURE CAPITAL PROJECT <b>7510900</b>		\$8,218	\$1,000	\$7,218		2000
<b>MTRS EXPENSES</b>						
TITLE I (305) - FY22: \$7,055						
TITLE I (305) - FY23: \$5,791						
ESSER II (115): \$28,754						
ESSER III (119): \$36,450						