



OFFICE OF BUSINESS AND PERSONNEL ADMINISTRATION

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

FROM: Michelle Resendes, Business Manager

DATE: September 1<sup>st</sup>. 2020

SUBJECTS: 2020 Final Budget Report

**Q4 Budget Report**

Attached is the Q4 FY20 Budget Report for the period ending June 30, 2020. In the aggregate the year closed with a budget surplus of \$736,168.

**Salary Lines**

In the aggregate the salary line closed with a \$343,141 surplus for the year. Below is a summary of each lines activity.

**1000 Series Administration +\$4,834**

The series closed with a surplus amount created by staff salary exchanges created at the beginning of the school year by filling vacated positions with lower cost new hires.

**2000 Series Instruction +\$113,045**

The series closed with a surplus amount created by staff budgeted for that was not filled throughout 2020.

**3000 Series Student Services +\$54,935**

The Series closed with a surplus due to the savings from no spring sports coach stipends being paid.



# BLUE HILLS

REGIONAL TECHNICAL SCHOOL

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## **4000 Series Operations and Maintenance of Plant Salaries +170,325**

Surplus was created by the reduced need for summer staffing during the summer of 2019 due to the building still not being turned over to the district. Additionally two vacant positions were not filled as the department was waiting for project completion.

### **Expense Lines**

In the aggregate the Expense lines closed with a \$393,028 surplus. The capital line would have exceeded the budget by a significant amount as some project cost were transferred to the operating budget from the project but transfers throughout the year covered this overage.

#### **1000 District Leadership Expense -\$22,707**

The series closed with a deficit balance created by funds in general supplies and district technology purchased in response to COVID-19 in an effort to reduce needs in FY21.

#### **2000 Instructional Expense -\$8,908**

The series closed with a deficit balance of \$8,908 as the district expended funds on classroom technology and general supplies that exceed the budgeted amount in an effort to reduce district needs for FY21.

#### **3000 Student Services Expense +138,742**

The Series closed with a 183,742 surplus due primarily to savings on bus transportation, homeless transportation, field trip transportation, spring athletic transportation as well as savings on athletic officials for the spring season.

#### **4000 Plant Operation and Maintenance Expense +\$183,255**

The surplus in the maintenance accounts can be directly attributes to two factors. First, the ongoing renovation project eliminated the need for numerous repairs and service contracts. Secondly, utility costs were lower than anticipated. The savings in utility cost were related to two items. There was a reduction seen in usage costs due to the closing of the school in March also the reduction in water utility costs due to the upgrade of two walk in coolers.

#### **5000 Fixed Costs Expense +96,034**

Each year the district budgets for the maximum liability for employee health insurance plus inflation. As in the past, we have a residual balance in the employee and retiree



Health insurance accounts. Small surpluses in the unemployment insurance and Workers Compensation account contributed to the surplus.

**7000 Capital Projects Expense +6,613**

As the renovation project costs increased, the district looked to its operating budget to cover certain “Owners Costs” associated with the project. In an effort to accommodate these costs, the district froze the budget back in January and has made recommendations on transfers from other budget lines throughout the year to cover this cost.

**8000 Debt Service Expense 0.00**

These series cover the debt payments the district incurred in FY 20.

**Request to Transfer Funds**

Should the committee desire to close the year with all lines within budget the following Journal Entries are suggested.

**Increase budget**

1000 Series Expense            \$22,707

2000 Series Expense            \$8,908

**Decrease Budget**

4000 Series Expense            \$31,615



OFFICE OF BUSINESS AND PERSONNEL ADMINISTRATION

2020 Budget Final Budget Report

SALARY ACCOUNTS FOR: PERIOD ENDING 6/30/2020	Budget	TRANSFERS	Adjusted BUDGET	YTD EXPENDED	PROJECTED	AVAILABLE BUDGET	PCT Expended
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	689,097	(18,280)	670,817	665,982	-	4,834	99%
2000 INSTRUCTION	9,244,330	(137,000)	9,107,330	8,994,285	-	113,045	99%
3000 STUDENT SERVICES	482,912		482,912	427,977	-	54,935	89%
4000 OPERATIONS and MAINTENANCE OF PLANT	1,402,117		1,402,117	1,231,792	-	170,325	88%
<b>TOTALS</b>	<b>11,818,456</b>	<b>(155,280)</b>	<b>11,663,176</b>	<b>11,320,035</b>	<b>-</b>	<b>343,141</b>	<b>97%</b>
EXPENSE ACCOUNTS FOR: PERIOD ENDING 6/30/2020	Budget		Adjusted BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT Exp/Enc
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	258,234	(4,374)	253,860	276,567	-	(22,707)	109%
2000 INSTRUCTION	771,027	(20,346)	750,681	759,589	-	(8,908)	101%
3000 STUDENT SERVICES	1,142,978	(60,000)	1,082,978	944,236	-	138,742	87%
4000 OPERATIONS and MAINTENANCE OF PLANT	1,518,301	(150,000)	1,368,301	1,185,046	-	183,255	87%
5000 FIXED CHARGES	4,556,216	(400,000)	4,156,216	4,060,182	-	96,034	98%
7000 CAPITAL PROJECTS	100,000	790,000	890,000	883,387	-	6,613	99%
8000 DEBT SERVICE	500,000		500,000	500,000	-	-	100%
<b>TOTALS</b>	<b>8,846,756</b>	<b>155,280</b>	<b>9,002,036</b>	<b>8,609,008</b>	<b>-</b>	<b>393,028</b>	<b>96%</b>
<b>TOTAL ALL ACCOUNTS</b>	<b>20,665,212</b>	<b>-</b>	<b>20,665,212</b>	<b>19,929,043</b>	<b>-</b>	<b>736,169</b>	<b>96%</b>



OFFICE OF BUSINESS AND PERSONNEL ADMINISTRATION

2020 Revolving Funds Final Report

Revolving Funds PERIOD ENDING 6/30/2020	Beginning Balance	Revenue	Expenditure	Ending Balance	Comments
11 Prior Year Encumbrances	-	-	86,183	(86,183)	Will be closed out to GF
12 STC Partnership	20,757	147,219	148,712	19,264	Previous year roll forward balance
13 Vocational Projects	135,658	22,750	47,139	111,269	
14 Adopt-A-Shop	2,063	-	-	2,063	
15 Regional Transportation Reimbursement	258,386	1,323,270	651,691	929,965	Will be used to fund FY21 budget as presented in the budget proposal
20 Cafeteria	268,054	241,992	354,262	155,784	
21 Summer School	20,441	3,930	7,089	17,283	
22 Stabilization - Capital Projects	300,000	200,000	-	500,000	
23 OUT OF DISTRICT TUITION/MISC REVENUE	-	-	524	(524)	
24 Restaurant	43,847	17,165	39,536	21,476	
25 Medicaid	30,411	16,358	3,844	42,926	
26 ABE (GED/ESOL)	12,500	12,550	17,559	7,491	
28 MSBA	(32,619,797)	12,124,646	25,068,808	(45,081,401)	
35 Use of Buildings and Grounds	32,040	3,966	10,153	25,853	
37 Putnam	48,990	17,700	-	66,690	
38 Perkins 400 (Even Year)	-	214,702	215,574	(872)	Will be covered in FY21 with Fy20 revenue in transit
39 School Safe GIS G194 State	-	38,285	24,848	13,417	
45 MA Ex Office Admin & Fin Grant	-	2,500	-	2,500	
47 Student Activity (checking)	9,562	47,223	55,264	1,521	
48 Student Activity (savings)	48,977	5,132	-	54,109	
49 STUDENT ACTIVITY (parking & annual fees)	11,961	36,041	21,214	26,788	
51 MISCELLANEOUS	17,115	-	-	17,115	
60 Post Graduate	344,088	642,507	672,127	314,468	60K used in Building project in FY20
61 Continuing Education	61,487	(626)	27,075	33,787	
62 DYS Grant Program	22,798	15,962	16,117	22,644	
63 Recreation Fund	89,859	17,722	35,797	71,784	
64 Perkins 400 (Odd Year)	(20,497)	47,122	26,600	25	
65 Athletics	57,904	41,222	38,310	60,816	
66 Early Education Center	47,314	25,102	34,739	37,677	
67 Scholarship - Inhouse	8,207	23,317	8,100	23,423	
68 Lost Books / Replacement Fees	38,743	7,700	2,800	43,644	
69 Scholarship (FAH)	17,048	(17,048)	-	-	
72 TITLE 1305 (Odd Year)	(408)	24,207	22,264	1,535	
73 TITLE 1305 (Even Year)	-	63,522	66,712	(3,190)	Will be covered in FY21 with Fy20 revenue in transit
75 TITLE 2 140 (Odd Year)	(4,547)	12,274	7,265	463	
77 TITLE 2 140 (Even Year)	-	12,762	12,262	500	
85 Title IV 309 (Even Year)	-	-	3,685	(3,685)	Will be covered in FY21 with Fy20 revenue in transit
88 Title IV 309 (Odd Year)	730	7,573	7,638	665	
90 IDEA 240 (Even Year)	-	149,903	170,514	(20,611)	Will be covered in FY21 with Fy20 revenue in transit
93 ABE CALC G345-340	13,114	324,486	315,997	21,603	Used in FY21 for payroll incurred in FY20
95 IDEA 240 (Odd Year)	43,288	35,000	77,723	565	
98 APEX Learning	1,575	-	-	1,575	

