



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 16, 2021

SUBJECTS: FY 2022 Budget Update

**Q1 Budget Report**

Attached is the Q1 FY22 Budget Report for the period ending September 30, 2021.

**Salary Lines**

Once the appropriate transfer of funds held in reserve in expense accounts for the anticipated 2022 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 3000 Series is due to coaching stipends, athletic officials, advisor stipends, and savings in School security salaries. The 4000 series surplus is due to the unexpended summer maintenance help and contract negotiations which are still ongoing.

**Expense Lines**

Funds will need to be transferred from the insurance account lines into the appropriate salary budget lines once 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 is in line with what would be expected to be spent in the 1<sup>st</sup> qtr.

**3000 Series-** The bulk of the unencumbered funds are for athletic programs, Skills USA expense as well as for homeless transportation expenses. These account balances will start to decline as the year progresses.

**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. Currently the district is preparing quotes for different repairs and equipment purchases. 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. Refinancing of Ban expenses are considered a 5000 series expense. In the next quarter we will expect to see a BAN refinance fee in this series.

**8000 Series-** This series covers our long-term debt service. The transfer in the budget line is our capital assessment budget for our Capital principal and interest payments.

### **Request to Transfer Funds**

In building the FY2022, budget the district placed funding for anticipated raises in the 5000 series accounts. Now that we can reasonably anticipate the impact of the new contracts for some of the administrators and the BHEA we are requesting the committee transfer the funds to the appropriate salary line. Once the other 4 union contracts are negotiated we will be asking for another transfer.

### **Motion to transfer funds**

Decrease the budget of the 5000 Fixed Charges Series by:	(\$118,081)
Increase the budget of the 1000 Administration Series by:	\$5,017
Increase the budget of the 2000 Instructional Series by:	\$113,064



OFFICE OF BUSINESS AND PERSONNEL ADMINISTRATION

2022 Budget Q1 Budget Report and Transfer Request

SALARY ACCOUNTS FOR: PERIOD ENDING 09/30/2021	<u>Budget</u>	<u>TRANSFERS</u>	<u>Adjusted BUDGET</u>	<u>YTD EXPENDED</u>	<u>PROJECTED</u>	<u>AVAILABLE BUDGET</u>	<u>PCT Expended</u>
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	580,400	5,017	585,417	155,402	417,375	12,640	27%
2000 INSTRUCTION	9,650,131	113,064	9,763,195	1,245,505	8,402,370	115,319	13%
3000 STUDENT SERVICES	532,046	-	532,046	40,522	221,035	270,490	8%
4000 OPERATIONS and MAINTENANCE OF PLANT	1,295,451	-	1,295,451	352,854	906,102	36,495	27%
<b>TOTALS</b>	<b>12,058,028</b>	<b>118,081</b>	<b>12,176,109</b>	<b>1,794,283</b>	<b>9,946,881</b>	<b>434,945</b>	<b>96%</b>
EXPENSE ACCOUNTS FOR: PERIOD ENDING 09/30/2021	<u>Budget</u>	<u>TRANSFERS</u>	<u>Adjusted BUDGET</u>	<u>YTD EXPENDED</u>	<u>ENCUMBRANCES</u>	<u>AVAILABLE BUDGET</u>	<u>PCT Exp/Enc</u>
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	296,315	-	296,315	69,407	96,399	130,509	56%
2000 INSTRUCTION	781,609	-	781,609	65,764	121,272	594,573	24%
3000 STUDENT SERVICES	1,271,765	-	1,271,765	23,468	1,025,047	223,251	82%
4000 OPERATIONS and MAINTENANCE OF PLANT	1,633,789	-	1,633,789	188,382	843,211	602,196	63%
5000 FIXED CHARGES	5,028,102	(118,081)	4,910,021	1,214,238	3,459,251	236,532	95%
7000 CAPITAL PROJECTS	165,000	-	165,000	-	70,000	95,000	42%
8000 DEBT SERVICE	500,000	1,596,206	2,096,206	1,120,791	-	975,415	53%
<b>TOTALS</b>	<b>9,676,580</b>	<b>1,478,125</b>	<b>11,154,705</b>	<b>2,682,049</b>	<b>5,615,180</b>	<b>2,857,476</b>	<b>74%</b>
<b>TOTAL ALL ACCOUNTS</b>	<b>21,734,608</b>	<b>1,596,206</b>	<b>23,330,814</b>	<b>4,476,332</b>	<b>15,562,061</b>	<b>3,292,421</b>	<b>86%</b>

