




OFFICE OF BUSINESS AND PERSONNEL ADMINISTRATION

TO: District School Committee
James Quaglia, Superintendent - Director

FROM: Steven Moore, Assistant Superintendent 

DATE: November 10, 2016

SUBJECT: Q1 2017 Budget Report

The accompanying financial report represents the district financial activity through the end of October 2105. We delayed the First Quarter Budget Report until the end of October to give us more time to accurately project salary expenditures. The following comments are intended to provide additional information regarding specific budget lines.

Salary

Summary: The salary bottom line shows a deficit of \$17,104 as we encumber the maximum liability for all salary accounts. Currently 80% of salary funds are encumbered not expended and are projections based on maximum liability in areas such as substitutes, stipends, lane changes, and potential earnings for hourly wage employees. Historically the salary fund balance grows positively as actual expenses are less than projected expenses.

1000 – District Leadership and Administration

Projected deficit is insignificant and based on maximum.

2000 – Instruction

Projected deficit is insignificant and based on maximum liability, specifically in areas of lane change, and substitutes.

3000 – Student Services

Surplus insignificant – derived from potential savings in security salary account

4000 – Operations and Plant Maintenance

Surplus is a result of staffing / salary changes and unfilled positions during summer months.



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Expenses

All expense accounts are trending normally for this time of year. Q1 budget report raises no immediate concerns.

7000 – Capital Expenditure (Current balance = 596,400)

District will be using \$150,000 to purchase two new student transportation mini-buses. Two older vehicles will be decommissioned. District can no longer purchase 15 passenger vans and must opt for larger mini-bus for student transportation. Purchase is being made this year, as funds for similar purchases may be unavailable in future years, as most capital resources could be directed to school building project

Summary

No action required at this time. The chart below shows how we compare to the same time last year

<u>2016 TO 2017 Q1 Expended Comparison by Percent</u>			
	2016 Q1 Percent Expended / Encumbered	2017 Q1 Percent Expended / Encumbered	Variance 2017 to 2016
SALARY ACCOUNTS			
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	96%	96%	0%
2000 INSTRUCTION	100%	100%	0%
3000 STUDENT SERVICES	99%	99%	0%
4000 OPERATIONS and MAINTENANCE OF PLANT	98%	98%	0%
TOTALS	100%	100%	0%
EXPENSE ACCOUNTS			
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	48%	42%	-6%
2000 INSTRUCTION	48%	44%	-4%
3000 STUDENT SERVICES	83%	90%	7%
4000 OPERATIONS and MAINTENANCE OF PLANT	74%	74%	0%
5000 FIXED CHARGES	91%	95%	4%
7000 CAPITAL PROJECTS	22%	13%	-9%
TOTALS	76%	77%	1%
TOTAL ALL ACCOUNTS	89%	90%	1%

YTD Budget Report By DESE Category

SALARY ACCOUNTS FOR: PERIOD ENDING 10/31/2016	Budget	TRANSFERS	Adjusted BUDGET	YTD EXPENDED	PROJECTED	AVAILABLE BUDGET	PCT Expended
	1000 DISTRICT LEADERSHIP AND ADMINISTRATION	749,038	-	749,038	230,276	523,954	(5,192)
2000 INSTRUCTION	8,336,633	-	8,336,633	1,417,712	6,946,898	(27,977)	100%
3000 STUDENT SERVICES	428,984	-	428,984	56,796	368,062	4,126	99%
4000 OPERATIONS and MAINTENANCE OF PLANT	1,149,177	-	1,149,177	351,974	785,264	11,939	98%
TOTALS	10,663,832	-	10,663,832	2,056,758	8,624,178	(17,104)	100%
EXPENSE ACCOUNTS FOR: PERIOD ENDING 10/31/2016	Budget	TRANSFERS	Adjusted BUDGET	YTD EXPENDED <td>ENCUMBRANCES</td> <td>AVAILABLE BUDGET</td> <td>PCT Expended</td>	ENCUMBRANCES	AVAILABLE BUDGET	PCT Expended
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	358,500	-	358,500	68,659	81,857	207,984	42%
2000 INSTRUCTION	709,076	-	709,076	181,631	131,368	396,077	44%
3000 STUDENT SERVICES	1,164,865	-	1,164,865	141,290	902,398	121,177	90%
4000 OPERATIONS and MAINTENANCE OF PLANT	1,318,837	-	1,318,837	218,013	755,909	344,914	74%
5000 FIXED CHARGES	4,168,695	-	4,168,695	1,720,465	2,222,355	225,875	95%
7000 CAPITAL PROJECTS	685,568	-	685,568	89,168	-	596,400	13%
TOTALS	8,405,541	-	8,405,541	2,419,227	4,093,887	1,892,427	77%
TOTAL ALL ACCOUNTS	19,069,373	-	19,069,373	4,475,985	12,718,065	1,875,323	90%