



OFFICE OF BUSINESS AND PERSONNEL ADMINISTRATION

TO: Finance and Administration Subcommittee  
District School Committee  
James Quaglia, Superintendent - Director

FROM: Steven Moore, Assistant Superintendent

DATE: July 10, 2018

SUBJECTS: 2018 Budget Transfer Request and Final FY18 Budget Report /  
including all transfers

**Request to Transfer Funds**

Two unanticipated end-of-year expenditures require the committee to transfer budget funds should it desire to have all accounts close within budget at year's end.

The 2000 Series Instructional Salary Account has a deficit balance of \$15,752. The entire salary budget has a surplus of \$19,243.

The first cause of the shortfall is an unanticipated retirement expense of \$10,497 in unused accrued vacation. The employee did not announce their retirement until mid-June. Therefore the district had no way of anticipating the impact on the budget

The second cause of the shortfall was unanticipated high substitute teacher costs for the month. Extended maternity leaves and administrative leaves were the major contributor to higher than average costs for substitutes in the fourth quarter. Historical substitute cost data attached.

**Transfer Request**

Decrease the budget for the 4000 Salary Series by \$15,752

Increase the budget for the 2000 Salary Series by \$15,752

2018 Budget Final Q4 YTD Report Including all Approved Transfers

SALARY ACCOUNTS FOR: PERIOD ENDING 6/30/18	<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>
<b>1000</b> DISTRICT LEADERSHIP AND ADMINISTRATION	763,031	9,257	772,288	770,978	-	1,310	100%
<b>2000</b> INSTRUCTION	8,673,683	70,500	8,744,183	8,744,184	-	(1)	100%
<b>3000</b> STUDENT SERVICES	426,820	3,661	430,481	427,433	-	3,048	99%
<b>4000</b> OPERATIONS and MAINTENANCE OF PLANT	1,126,406	42,516	1,168,922	1,154,036	-	14,886	99%
<b>TOTALS</b>	<b>10,989,940</b>	<b>125,934</b>	<b>11,115,874</b>	<b>11,096,631</b>	<b>-</b>	<b>19,243</b>	<b>100%</b>
EXPENSE ACCOUNTS FOR: PERIOD ENDING 6/30/18	<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>
<b>1000</b> DISTRICT LEADERSHIP AND ADMINISTRATION	382,108	-	382,108	336,105	-	46,003	88%
<b>2000</b> INSTRUCTION	817,868	-	817,868	769,853	-	48,015	94%
<b>3000</b> STUDENT SERVICES	1,192,889	-	1,192,889	1,192,888	-	1	100%
<b>4000</b> OPERATIONS and MAINTENANCE OF PLANT	1,319,590	-	1,319,590	1,051,447	-	268,143	80%
<b>5000</b> FIXED CHARGES	4,339,055	(125,934)	4,213,121	4,070,836	-	142,285	97%
<b>7000</b> CAPITAL PROJECTS	1,332,571	-	1,332,571	1,332,571	-	-	100%
<b>TOTALS</b>	<b>9,384,081</b>	<b>(125,934)</b>	<b>9,258,147</b>	<b>8,753,700</b>	<b>-</b>	<b>504,447</b>	<b>95%</b>
<b>TOTAL ALL ACCOUNTS</b>	<b>20,374,021</b>	<b>-</b>	<b>20,374,021</b>	<b>19,850,331</b>	<b>-</b>	<b>523,690</b>	<b>97%</b>

FY 18 Substitute Costs

