



OFFICE OF BUSINESS AND PERSONNEL ADMINISTRATION

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

FROM: Steven Moore, Assistant Superintendent

DATE: January 8, 2018

SUBJECTS: 2018 Budget Update

**Q1 Budget Report**

Attached is the Q2 FY18 Budget Report for the period ending December 31, 2017.

**Salary Lines**

All salaries lines are tracking according to plan. The surplus shown in the 2000 Series Instructional Salaries should be reduced once any teacher mid-year lane changes are approved. Currently, there are 13 staff members whom have announced their eligibility for a March lane change.

**Expense Lines**

See below for line item comments

**1000 Series** – The bulk of the funds showing as available can be attributed to unencumbered funds for legal services (\$31,000) and technology licenses (\$53,000) the remaining balance is comprised of mostly unencumbered pending contracted services.

**2000 Series** – This account should have a slightly higher expended/encumbered percentage. The district is working to expend unencumbered funds for instructional equipment and materials, instructional technology, and professional development. By the end of the 3<sup>rd</sup> quarter we would expect to see 80% of these funds encumbered or expended

**3000 Series** – The bulk of the unencumber funds are for spring winter and spring athletic programs as well as for unencumber transportation costs. The available balance in this fund will decrease slowly through the rest of the year.

**4000 Series** – The majority of the funds available are for maintenance of facilities and maintenance of equipment. Typically these line see more activity during the second half

of the school year. With the building project now approved efforts will be taken to only repair items not associated with the building project.

**5000 Series** – Available budget is being held in reserve to cover the PEC liability

**7000 Series** – Budget fully expended as planned. Funds were used to finance the design phase of the renovation project

### **Request to Transfer Funds**

No request to transfer funds is necessary at this time

### **Second Quarter Activity Over Time**

The last page of this report show a comparison of this year's financial status compared to the 2<sup>nd</sup> quarter of 2017 and 2016.

Salary accounts comparison from year-to-year vary with the number of payrolls in each quarter. FY 18 is comparable to each of the 2 prior years.

The district has shown improvement in encumbering and expending funds as of the 2<sup>nd</sup> quarter. In 2018 the district has expended or encumbered 90% of its budgeted funds. Work still needs to be done to encourage more expedited purchases of educational materials.

## 2018 Budget YTD Report

SALARY ACCOUNTS FOR:  
PERIOD ENDING 12/31/2017

	<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	763,031	9,257	772,288	383,680	388,608	-	50%
2000 INSTRUCTION	8,673,683	54,748	8,728,431	3,144,169	5,565,637	18,625	36%
3000 STUDENT SERVICES	426,820	3,661	430,481	167,735	268,107	(5,361)	39%
4000 OPERATIONS and MAINTENANCE OF PLANT	1,126,406	58,268	1,184,674	583,859	600,148	667	49%
<b>TOTALS</b>	<b>10,989,940</b>	<b>125,934</b>	<b>11,115,874</b>	<b>4,279,443</b>	<b>6,822,500</b>	<b>13,931</b>	<b>100%</b>

EXPENSE ACCOUNTS FOR:  
PERIOD ENDING 12/31/2017

	<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	382,108	-	382,108	178,701	73,387	130,020	66%
2000 INSTRUCTION	817,868	-	817,868	289,734	135,950	392,184	52%
3000 STUDENT SERVICES	1,192,889	-	1,192,889	411,802	702,882	78,205	93%
4000 OPERATIONS and MAINTENANCE OF PLANT	1,319,590	-	1,319,590	445,606	666,017	207,967	84%
5000 FIXED CHARGES	4,339,055	(125,934)	4,213,121	2,102,464	2,010,353	100,304	98%
7000 CAPITAL PROJECTS	1,332,571	-	1,332,571	843,313	489,257	1	100%
<b>TOTALS</b>	<b>9,384,081</b>	<b>(125,934)</b>	<b>9,258,147</b>	<b>4,271,620</b>	<b>4,077,846</b>	<b>908,681</b>	<b>90%</b>

2016 to 2018 Expended / Encumbered Comparison by Percent at End of Q2

	2016 Q2 Percent Expended	2017 Q2 Percent Expended	2018 Q2 Percent Expended	2018 Percent of Year Completed	Variance 2016 to 2018
<b>SALARY ACCOUNTS</b>					
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	46%	49%	50%	50%	4%
2000 INSTRUCTION	39%	36%	36%	35%	-3%
3000 STUDENT SERVICES	33%	36%	39%	35%	6%
4000 OPERATIONS and MAINTENANCE OF PLANT	48%	48%	49%	50%	1%
<b>TOTALS</b>	40%	38%	38%		1%
<b>EXPENSE ACCOUNTS</b>					
	2016 Q2 Percent Expended / Encumbered	2017 Q2 Percent Expended / Encumbered	2018 Q2 Percent Expended / Encumbered		Variance 2016 to 2018
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	60%	64%	66%		6%
2000 INSTRUCTION	58%	58%	52%		-6%
3000 STUDENT SERVICES	86%	93%	93%		7%
4000 OPERATIONS and MAINTENANCE OF PLANT	78%	77%	84%		6%
5000 FIXED CHARGES	94%	96%	98%		2%
7000 CAPITAL PROJECTS	25%	65%	100%		75%
<b>TOTALS</b>	80%	85%	90%		5%
<b>TOTAL ALL ACCOUNTS</b>	58%	60%	62%		3%