

To: Darryll McCall, Superintendent
From: Joseph Scanlon, Director of Business & Finance
Date: February 19, 2016
Re: Business Office Update for 2/22/2016

FY 2016 Expenditure Budget Status

Attached is a Year to Date Munis Budget Report as of Period 7 (January) (See Attachment A).

Appropriation	FY14 Audited Actuals	FY 15 Unaudited Year-End	FY 16 Adjusted Budget	FY16 Status as of Period 7
Salaries & Stipends	\$50,378,954	\$51,627,789	\$54,012,962	\$468,738
Benefits & Insurance	\$11,134,721	\$11,837,690	\$12,115,330	\$363,896
Inst Sup-Equip & Tech	\$1,959,689	\$2,650,741	\$2,249,548	\$42,264
Operations & Maintenance	\$3,685,240	\$3,504,571	\$3,416,026	\$335,804
Pupil Services	\$157,901	\$159,598	\$187,632	\$82,906
Special Ed Tuitions	\$1,569,212	\$1,060,336	\$1,510,597	(\$1,088,601)
Other Operating Costs	\$1,173,974	\$1,161,976	\$1,118,200	\$724,293
Transportation	\$5,219,994	\$5,706,110	\$5,743,240	\$78,091
Debt Service	\$2,778,955	\$2,610,135	\$2,570,711	\$183,694
Total General Fund YTD	\$78,058,640	\$80,318,946	\$82,924,246	\$1,191,085

The following comments are provided for select expense appropriations:

1. Salaries & Stipends – As of Period 7 (January) the status was showing a positive balance which is reflective of available budget in substitute accounts.
2. Benefits & Insurance – As of Period 7 (January) this appropriation was showing a positive balance. This appropriation is trending to finish the year below the adjusted budget.
3. Instructional Support – As of Period 7 (January) there remains a positive balance and schools have been spending funds for Instructional Supplies. Last month a large technology purchase was made. A budget transfer is requested for this appropriation which is detailed on the next page.
4. Operations & Maintenance – As of Period 7 (January) the status was showing a positive balance. Additional spending will occur before year-end for the 2nd half year custodial supplies orders and maintenance repairs. Overall the appropriation is projected to finish the year close to budget.
5. Pupil Services – As of Period 7 (January) there remains a positive balance and schools have been making purchases of health office supplies. This appropriation will finish with an available balance as a result of reduced charges to the Athletic accounts this year.
6. Special Education Tuitions - As of Period 7 (January) the status was showing a negative balance of (\$1,088,601) which will be offset with re-classifications of open purchase orders to the Circuit Breaker revolving fund and the IDEA grant. Based on current projection this appropriation will end the year with a surplus. A budget transfer is requested for this appropriation which is detailed on the next page.
7. Other Operating Costs – As of Period 7 (January) the appropriation is showing an available balance which will cover tuition-out expenses for School Choice, Charter School and the Recovery School. Prior to close of the year it is likely that a budget transfer will be needed to for this appropriation.
8. Transportation - As of Period 7 (January) the status is showing an available balance for any new SPED van runs and for Homeless Transportation charges.
9. Debt Service – As of Period 7 (January) a remaining balance is shown following a large debt payment on one of the bonds for the High School.

FY 2016 Revenue Budget Status

Attached is a Year to Date Munis Revenue Budget Report through Period 7 (January) (See Attachment B). Total revenues were a credit of (\$42,852,289.46).

FY 2016 Revolving & Fiduciary Fund Balance

Attached is the Revolving and Fiduciary Funds Balances Report as of December 2015 (See Attachment C).

FY 2016 Budget Transfer

During the current school year there has been an increased need for specialized contracted services for in-district students based on their Individual Education Plan (IEP). These increased services can be considered in the context of reducing or avoiding increased tuition-out costs if the students were needed to be sent to an out-of-district school or collaboratives. As such the funds to cover these increased contract service charges can be transferred from the SPED Tuition appropriation. Sample wording for the resolution printed on the agenda is as follows:

Motion: To authorize the Director of Business and Finance to transfer \$197,169.87 to the Instructional Support appropriation from the SPED Tuition appropriation.

FY 2016 Charge-Backs

Per an audit recommendation from last year the School Committee has been approving charge-backs from the general fund to grants and revolving funds (See Attachment D). These are some mid-year charge-backs and a larger set of charge-backs will occur at year-end. Sample language for the resolution listed on the agenda is as follows:

Motion to charge pro-rated amounts of employee related expenses for Medicare, Unemployment, Workers Compensation, Life Insurance and Health Insurance to the Title I grant in the total amount of \$14,335.73, to the Early Childhood SPED grant in the total amount of \$12,991.68, and to the Cafeteria Fund (by location) in the total amount of \$137,414.47, and to credit the applicable budgetary expense accounts in the General Fund in the total amount of (\$164,741.88).

Payment of Prior Year Charge

Under the Regional Agreement the School District reimburses each town for the cost of retiree health insurance. These are retirees from before the District expanded to K-12. The Town of Sterling has requested a payment of a prior year charge for retired employee health insurance that was not billed to the district as an oversight. In order to make the payment the School Committee will need to provide authorization per MGL Ch. 44 S. 64¹. Sample language for the resolution listed on the agenda is as follows:

Motion to authorize payment of an FY 2015 health insurance expense to the Town of Sterling in the amount of \$1,269.72

FY 2015 Certification of E&D

Since the FY 2015 Financial Audit has been completed the District has submitted for certification of Excess and Deficiency (E&D) in the amount of \$356,691.00 (see Attachment E). The request will be reviewed by the Department of Revenue (DOR) and then the District will be notified of an amount of Certified E&D.

FY 2017 Foundation Budget Webinar

On 2/2/16 Roger Hatch and Melissa King from the Department of Elementary and Secondary Education (DESE) presented a webinar with preliminary estimates of FY17 Chapter 70 based on the Governor's budget. Attached to the Superintendent's Report is a copy of the DESE PowerPoint. The Governor's proposal increases aid from \$4,511,882,199 to \$4,584,008,961, an increase of \$72 million or 1.6 percent. The following are some general notes:

- Foundation budgets are lowered by an inflation factor of -0.22 percent.

¹ <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44/Section64>

- Target Aid for municipalities above target (i.e. Princeton again but more significantly Paxton) the equity component of the formula is reduced by 70% of the gap. According to Roger Hatch this is the largest amount of Target Aid provided in a number of years.
- All Districts received at least the \$20 per-pupil increase. Held-Harmless remains in effect; 78 districts receive aid to ensure that they do not fall below foundation.
- Statewide enrollment declined by .21%; 41% of districts increased >16%.
- Low-income factor changed. Free and reduced data is no longer available from USDA. Foundation is now calculated using economically disadvantaged enrollment (see slide 3). Most districts have fewer economically disadvantaged students than they had low income students so the foundation budget rates were increased from \$3,775 to \$4,135. As a result, this component of the foundation budget rose statewide from \$1.236 billion in FY16 to \$1.292 billion in FY17.

Treasurer's Report

At a recent meeting a question was raised in regards to the Treasurer's Report and this is a reprint of an explanation that was previously provided to the Committee.

In accordance with M.G.L. Ch. 44, S. 53, 55, the District Treasurer is responsible for the management and investment of district funds. Per District Policy 4620 District funds are to be invested to achieve optimum return of funds. The Treasurer is required to report to the School Committee each month with information on all accounts on deposit, the amount of funds in investments, and investment interest earned. There are two (2) pages to the Treasurer's report which is a separate attachment to the Superintendent's report.

- Cover Memo - The first sheet is a recap of the warrants which were funded during the month. This sheet lists all warrants (payroll and accounts payable), for which cash was disbursed. Those warrants include charges to potentially any and all funds; the report does not and is not meant to differentiate between cash disbursements for normal operating expenditures, payments from grants, payments from revolving accounts, etc. This report reflects the total outflow of cash during a given month.
- Cash Reconciliation - The second sheet, which details the cash balances by bank account, reflects the reconciled balances of the bank statements to the District's accounting records. These audited balances include reconciling items such as checks which have been issued, but not cashed, or a deposit in transit (i.e. a deposit made late in the day of the last day of the month, which would be reflected on the bank statement in the following month).

If you have any questions on the report feel free to contact me or District Treasurer Jim Dunbar at 978-464-2105 or via email jimdun0509@yahoo.com.



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Wachusett Regional School District
YEAR-TO-DATE BUDGET REPORT

FOR 2016 07

ACCOUNTS FOR:

GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1 SALARIES & STIPENDS	50,978,929	3,034,032	54,012,962	25,022,453.40	28,521,769.80	468,738.32	99.1%
2 BENEFITS & INSURANCE	13,119,539	-1,004,209	12,115,330	8,636,278.19	3,115,155.68	363,895.83	97.0%
3 INST SUP-EQUIP & TECH	2,619,303	-369,755	2,249,548	1,447,309.43	759,974.38	42,264.04	98.1%
4 OPERATIONS & MAINTENANCE	3,492,077	-76,051	3,416,026	1,444,620.73	1,635,601.02	335,803.97	90.2%
5 PUPIL SERVICES	167,802	19,730	187,532	82,339.08	22,387.17	82,906.07	55.8%
6 SPECIAL ED TUITIONS	1,510,597	0	1,510,597	961,808.81	1,637,390.07	-1,088,601.49	172.1%
7 OTHER OPERATING COSTS	1,118,200	0	1,118,200	380,112.31	13,795.34	724,292.79	35.2%
8 TRANSPORTATION	5,743,240	0	5,743,240	2,874,023.83	2,791,125.12	78,091.41	98.6%
9 DEBT SERVICE	2,570,711	0	2,570,711	2,387,016.94	.00	183,693.76	92.9%
TOTAL GENERAL FUND	81,320,498	1,603,748	82,924,246	43,235,962.72	38,497,198.58	1,191,084.70	98.6%



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Wachusett Regional School District
YEAR-TO-DATE BUDGET REPORT

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FOR 2016 07

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
401412 ASSESSMENT REV-NON NSS-HOL	-17,355,236	42,990	-17,312,246	-8,656,123.00	.00	-8,656,123.00	50.0%
401413 ASSESSMENT REV-NON NSS-PAX	-4,506,979	0	-4,506,979	-2,253,489.87	.00	-2,253,489.13	50.0%
401414 ASSESSMENT REV-NON NSS-PRI	-3,546,045	18,836	-3,527,209	-1,790,697.00	.00	-1,736,512.00	50.8%
401415 ASSESSMENT REV-NON NSS-RUT	-6,811,613	20,632	-6,790,981	-3,115,099.50	.00	-3,675,881.50	45.9%
401416 ASSESSMENT REV-NON NSS-STE	-8,105,813	24,768	-8,081,045	-3,926,798.00	.00	-4,154,247.00	48.6%
401422 ASSESSMENT REV-NSS-HOL	-2,861,954	-284,302	-3,146,256	-1,573,128.00	.00	-1,573,128.00	50.0%
401423 ASSESSMENT REV-NSS-PAX	-658,776	-62,019	-720,795	-360,397.50	.00	-360,397.50	50.0%
401424 ASSESSMENT REV-NSS-PRI	-412,869	-22,305	-435,174	-217,587.00	.00	-217,587.00	50.0%
401425 ASSESSMENT REV-NSS-RUT	-1,501,755	-141,080	-1,642,835	-821,417.50	.00	-821,417.50	50.0%
401426 ASSESSMENT REV-NSS-STE	-1,113,385	-63,195	-1,176,580	-588,290.00	.00	-588,290.00	50.0%
401432 TRANS ASSESS-HOLDEN	-1,396,905	52,234	-1,344,671	-672,305.49	.00	-672,305.56	50.0%
401433 TRANS ASSESS-PAXTON	-319,979	11,979	-308,000	-154,000.00	.00	-154,000.16	50.0%
401434 TRANS ASSESS-PRINCETON	-193,189	7,232	-185,957	-92,978.50	.00	-92,978.50	50.0%
401435 TRANS ASSESS-RUTLAND	-729,439	27,308	-702,131	-351,065.50	.00	-351,065.15	50.0%
401442 DEBT ASSESS-STERLING	-522,338	19,555	-502,783	-251,391.50	.00	-251,391.01	50.0%
401443 DEBT ASSESS-PAXTON	-1,089,053	0	-1,089,053	-544,526.00	.00	-544,527.00	50.0%
401444 DEBT ASSESS-PRINCETON	-255,635	0	-255,635	-127,817.50	.00	-127,817.50	50.0%
401445 DEBT ASSESS-RUTLAND	-180,527	0	-180,527	-90,263.50	.00	-90,263.50	50.0%
401446 DEBT ASSESS-STERLING	-626,893	0	-626,893	-313,446.50	.00	-313,446.50	50.0%
401450 CHAPT 70-REGIONAL SCHOOL AID	-418,603	0	-418,603	-209,301.50	.00	-209,301.50	50.0%
401451 CHAPT 71-REGIONAL SCHOOL TRA	-25,331,099	-107,226	-25,438,325	-15,004,117.00	.00	-10,434,208.00	59.0%
401452 CHAPT 70-CHARTER REIMBURSE	-2,581,391	-118,367	-2,699,758	-1,434,991.00	.00	-1,264,767.00	53.2%
401454 TXFR-UNRESERVED E&D	-41,354	-516	-41,870	-9,938.00	.00	-31,932.00	23.7%
401455 MEDICAID	0	-850,000	-850,000	.00	.00	-850,000.00	.0%
401460 INTEREST	-500,000	-150,001	-650,001	-157,955.62	.00	-492,045.01	24.3%
401462 MISC REVENUE	-15,000	0	-15,000	-12,944.71	.00	-2,054.90	86.3%
	-244,669	-30,331	-275,000	-122,219.77	.00	-152,780.62	44.4%
TOTAL GENERAL FUND	-81,320,498	-1,603,748	-82,924,246	-42,852,289.46	.00	-40,071,956.54	51.7%

December 2015

WACHUSETT REGIONAL SCHOOL DISTRICT

GOVERNMENTAL FUNDS, FIDUCIARY FUNDS CASH & FUND BALANCES REPORT

FUND/ FUNC	FUND NAME	CASH BALANCE				EXPENDED	YEAR TO DATE			ENCUMBERED	ENDING CASH BALANCE	ENDING FUND BALANCE
		REVENUE	EXPENDED	BEG BAL	REVENUE		EXPENDED	ENDING CASH BALANCE				
									REVENUE			
022	CAFETERIA	172,747.61	191,186.69	7,339.06	735,691.46	676,181.16	66,849.36	420,232.12	(353,382.76)			
023	ATHLETIC	51,564.90	78,439.19	278,163.40	248,580.22	175,034.02	351,709.60	156,068.49	195,641.11			
027/101	KINDERGARTEN	1,787.80	63,577.87	416,119.11	365,067.80	198,612.20	582,574.71	336,403.00	246,171.71			
027/510	APPLIED ARTS	3,202.00	5,675.74	33,748.14	35,012.00	17,623.97	51,136.17	37,113.76	14,022.41			
027/511	BUILDING USE	7,413.94	5,956.46	66,056.78	15,832.71	8,474.58	73,414.91		73,414.91			
027/512	DAMAGED PROPERTY			3,492.86	53.49	850.00	2,696.35	257.40	2,438.95			
027/514	DRIVER EDUCATION	12,758.00	8,897.50	8,599.62	41,847.00	42,572.15	7,874.47	8,407.35	(532.88)			
027/515	EQUIP REPAIRS			0.00	0.00	0.00	0.00		0.00			
027/516	GIFTS & GRANTS	3,173.96	5,816.85	42,003.07	46,522.36	48,599.52	39,925.91		39,925.91			
027/517	LOST BOOKS	14.90		8,060.04	3,003.23	1,438.31	9,624.96		9,624.96			
027/518	PARKING	1,775.00	3,870.68	40,807.00	57,610.00	18,313.14	80,103.86	24,684.71	55,419.15			
027/519	PERFORMING ARTS		3,791.78	(2,093.44)	3,386.75	9,579.50	(8,286.19)	155.00	(8,441.19)			
027/520	SCHOOL TECHNOLOGY			0.00	0.00	0.00	0.00		0.00			
027/521	SUMMER MUSIC			0.00	0.00	0.00	0.00		0.00			
027/522	SUMMER SCHOOL			8,097.01	2,464.28	6,225.00	4,336.29		4,336.29			
027/524	LOCKER FEES			18,227.44	2,743.00	216.46	20,753.98		20,753.98			
027/151	STERLING EXTENDED DAY			282.48	0.00	0.00	282.48		282.48			
027/151	PRINCETON EXTENDED DAY	3,799.00	4,219.77	16,346.22	14,445.50	11,845.12	18,946.60	8,092.87	10,853.73			
027/151	DAVIS HILL EXTENDED DAY			144.50	0.00	0.00	144.50		144.50			
028/000	ECC TUITION	13,425.55	6,189.15	92,667.48	40,994.10	52,037.58	81,624.00	44,603.72	37,020.28			
028/550	SCHOOL CHOICE	72,833.00		0.00	518,202.00	445,369.00	72,833.00		72,833.00			
028/551	CIRCUIT BREAKER			(691,479.00)	1,302,338.00	610,859.00	0.00		0.00			
028/552	INFORMATION TECHNOLOGY			0.00	0.00	0.00	0.00		0.00			
028/553	INSTRUMENTAL MUSIC			0.00	0.00	0.00	0.00		0.00			
028/554	INSURANCE REIMBURSEMENTS			37,708.97	18,872.00	55,493.97	1,087.00		1,087.00			
028/555	MEDICAID			0.00	0.00	0.00	0.00		0.00			
028/556	PROFESSIONAL REVOLVING			1,318.53	0.00	1,318.53	0.00		0.00			
028/560	DISTRICT TUITION			(274.64)	0.00	0.00	(274.64)		(274.64)			
029	ADULT EDUCATION	0.03		70.66	0.13	0.00	70.79		70.79			
040	PROGRAM INITIATIVES	7,810.00	4,286.33	13,535.82	47,279.00	36,624.05	24,190.77	186.00	24,004.77			
050	STUDENT ACTIVITIES	100,371.33	50,830.46	469,170.47	424,655.89	306,418.55	587,407.81	19,558.15	567,849.66			
060	TRUST FUND/SCHOLARSHIPS			188,547.36	0.00	0.00	188,547.36		188,547.36			
TOTALS		452,677.02	432,738.47	1,056,658.94	3,924,600.92	2,723,685.81	2,257,574.05	1,055,762.57	1,201,811.48			

WACHUSETT REGIONAL SCHOOL DISTRICT

EFFECTIVE DATE: 01/31/16

JOURNAL ENTRY

COST CENTER: ADMIN

Account Name:	Account #	Debit	Credit
Misc. Benefits	FBO802 30516	\$ 14,335.73	
Unemployment	AFC812		\$ 1,641.58
Worker's Comp	AFC815		\$ 1,641.58
Medicare	AFC805		\$ 1,190.14
Health Insurance	AFC800B		\$ 9,850.32
Life Insurance	AFC810		\$ 12.11
Totals:		\$ 14,335.73	\$ 14,335.73

REASON FOR ENTRY:

Bi-Annual Chargeback of Benefits from General Fund to Grant

CONFIRMATION OF POSTING

POSTED BY: Michelle White
 DATE ENTERED: 01/16
 RETURN COPY TO: Audit File

This form is to be used for any GENERAL LEDGER entry.

JOURNAL ENTRY

Account Name:	Account #	Debit	Credit
Misc. Benefits	FBO802 26216	\$ 12,991.68	
Unemployment	AFC812		\$ 285.39
Worker's Comp	AFC815		\$ 285.39
Medicare	AFC805		\$ 206.91
Health Insurance	AFC800B		\$ 12,204.72
Life Insurance	AFC810		\$ 9.27
Totals:		\$ 12,991.68	\$ 12,991.68

REASON FOR ENTRY:

Bi-Annual Chargeback of Benefits from General Fund to Grant

****CONFIRMATION OF POSTING****

POSTED BY:

Michelle White

DATE ENTERED:

02/01/16

RETURN COPY TO:

Audit File/Grant Folder

This form is to be used for any GENERAL LEDGER entry.

JOURNAL ENTRY

Account Name:	Account #	Debit	Credit
Benefits - Mayo	BFS 578020	\$ 9,530.46	
Benefits - Dawson	DFS 578020	\$ 9,722.29	
Benefits - Glenwood	GFS 578020	\$ 1,162.22	
Benefits - Mt.View	MFS 578020	\$ 6,851.86	
Benefits - Naquag	NFS 578020	\$ 8,427.00	
Benefits - Princeton	PFS 578020	\$ 5,833.47	
Benefits - DWA	WFS 578020	\$ 9,344.20	
Benefits - Sterling	SFS 578020	\$ 8,200.54	
Benefits - Central Tree	TFS 578020	\$ 18,110.50	
Benefits - Davis	VFS 578020	\$ 13,390.76	
Benefits - WRHS	WFS 578020	\$ 37,525.51	
Benefits - Paxton	XFS 578020	\$ 9,315.66	
Medicare - DAB	AFC805 568058		\$ 4,455.20
Health Insurance BCBS	AFC800B 568008		\$ 118,743.68
Life Insurance - DAB	AFC810 568108		\$ 98.57
Unemployment - DAB	AFC812 568128		\$ 7,058.51
Worker's Comp - DAB	AFC815 568158		\$ 7,058.51
Totals:		\$ 137,414.47	\$ 137,414.47

REASON FOR ENTRY:

Bi-Annual Chargeback of Benefits from General Fund to Cafeteria Jul - Dec

CONFIRMATION OF POSTING

POSTED BY:

Michelle White

DATE ENTERED:

RETURN COPY TO:

Audit File/Nancy Hasselmann

