

To: Darryll McCall, Superintendent
From: Joseph Scanlon, Director of Business & Finance
Date: January 6, 2016
Re: Business Office Update for 1/11/2016

FY 2016 Expenditure Budget Status

Attached is a Year to Date Munis Budget Report as of Period 6 (December) (See Attachment A). The chart below is comparing how each appropriation finished in FY14 (added this month) and FY15 to the adjusted budget for FY16. Appropriations with adjusted budgets following approved transfers are in bold. An additional column on the right lists the current status as shown on the attached Munis report.

Appropriation	FY14 Audited Actuals	FY 15 Unaudited Year-End	FY 16 Approved Budget	FY16 Status as of Period 6
Salaries & Stipends	\$50,378,954	\$51,627,789	\$54,014,147	\$640,029
Benefits & Insurance	\$11,134,721	\$11,837,690	\$12,115,330	\$402,424
Inst Sup-Equip & Tech	\$1,959,689	\$2,650,741	\$2,247,195	\$227,348
Operations & Maintenance	\$3,685,240	\$3,504,571	\$3,416,026	\$507,444
Pupil Services	\$157,901	\$159,598	\$188,800	\$90,099
Special Ed Tuitions	\$1,569,212	\$1,060,336	\$1,510,597	(\$2,989,604)
Other Operating Costs	\$1,173,974	\$1,161,976	\$1,118,200	\$840,772
Transportation	\$5,219,994	\$5,706,110	\$5,743,240	\$95,270
Debt Service	<u>\$2,778,955</u>	<u>\$2,610,135</u>	<u>\$2,570,711</u>	<u>\$1,469,591</u>
Total General Fund YTD	\$78,058,640	\$80,318,946	\$82,924,246	\$1,283,374

The following comments are provided for select expense appropriations:

1. Salaries & Stipends – As of Period 6 (December) the status was showing a positive balance which is reflective of available unencumbered budgets for Substitutes and Stipends. Overall projected spending for this appropriation remains fairly even with the adjusted budget.
2. Benefits & Insurance – As of Period 6 (December) this appropriation was showing a positive balance which will be adjusted downward in the month of January. This appropriation is trending to finish the year below the adjusted budget.
3. Instructional Supplies, Equipment & Technology – As of Period 6 (December) there remains a positive balance and Principals have been encouraged to spend funds available for Instructional Supplies. A large purchase of technology will lower available funds in the month of January.
4. Operations & Maintenance – As of Period 6 (December) encumbrances had been entered for heating fuel, natural gas, electricity, sewer and water, and annual maintenance contracts. The available balance shown will be used for the 2nd half of the year custodial supplies and priority discretionary repairs.
5. Pupil Services – As of Period 6 (December) there remains a positive balance which will be reduced somewhat following anticipated spending for 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 6 (December) there was a negative balance of (\$2,989,604). The District has charged-back some tuition expenses to Circuit Breaker and the IDEA grant but has the ability to make additional charge-backs. Projected spending for this appropriation is within the available budget.
7. Other Operating Costs – As of Period 6 (December) the positive balance will be adjusted in January when year-en encumbrances are entered for all tuition-out charges.
8. Transportation - As of Period 6 (December) the status is showing an available balance for any new SPED van runs and for Homeless Transportation charges.
9. Debt Service – As of Period 6 (December) a large positive balance is shown but it has been significantly reduced this week as the result of 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 6 (December) (See Attachment B). Total revenues were a credit of (\$38,340,541.87). Since Period 6 is the mid-point of the fiscal year it may be noted that this amount is less than 50% of the projected annual revenue receipts. However during the first week of January additional receipts were recognized and overall YTD receipts are on target.

FY 2016 Revolving & Fiduciary Fund Balance

Attached is the Revolving Funds Cash & Fund Balances Report as of November 2016 (See Attachment C).

FY 2016 School Choice

On 12/17/15 DESE issued updated School Choice enrollment information as a result of the October 1st counts having been submitted from all Districts across the Commonwealth (see Attachment D).

- Tuition-in student count is 176.0 versus 203.8 as of June 2015. Tuition-in revenues are at \$955,202 which is \$22,954 higher than the \$932,248 budgeted. School Choice revenues are used as an expenditure offset of health insurance costs in the general fund Benefits & Insurance appropriation.
- Tuition-out student count is 109 which is higher than 103.9 as of June 2015. Tuition-out expenses are at \$637,551 which is \$47,336 higher than the \$590,215 budgeted. School Choice expenses are charged directly to an account line in the general fund Other Operating Cost appropriation.

The net impact to the FY16 budget will be an increase in expenses of \$24,382. At the February meeting a budget transfer request will be made to increase the Other Operating Cost appropriation to cover this amount plus the new costs for the Recovery High School which were explained in last month's report.

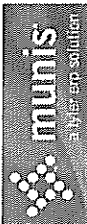
FY 2017 Heating Fuel

On 11/16/15 the FY17 bid opening for heating fuel was held at the French River Educational Collaborative (FREC) in Oxford, MA. This year there were 86 participants from Districts and Municipalities across Central Massachusetts with a combined bid volume of 1.8 million gallons of heating fuel. Five (5) bidders submitted pricing in a range from a high of \$1.8709/gal to a low of \$1.7395/gal from the winning bidder Peterson Oil of Worcester, MA. This is the 4th year in a row that the price of fuel oil has gone down and the FY17 per gallon cost for heating fuel oil will be (\$0.53) less than the FY16 cost per gallon. At an estimated annual usage of 250,000 gallons this would translate to savings of (\$132,500). To award this contract sample wording for the resolution listed on the agenda is as follows:

Motion: To award the 2016-2017 heating fuel contract to Peterson Oil of Worcester, MA at a firm fixed price of \$1.7395/gal. per the French River Educational Center (FREC) collaborative purchasing bid on 11/16/15.

MUNIS Updates

- Employee Self-Service (ESS) – is in regular use by all District and School-level administrative staff.
- VersaTrans Version Upgrade – data tables from the older version of the software are being loaded and user training has started this month with both District staff and AA Transportation staff.
- ACA Reporting Training – has been delayed but is being rescheduled. Within the past few weeks the IRS pushed back the due date to 3/31/16 for the reports required to be provided to employees. The due date for the ACA reports required to be sent to the IRS has been pushed back to 6/30/16.
- Account Code Structure – is being revised in the Munis Test database to try and improve budget reporting. A sample report was reviewed with the B/F Subcommittee and suggested changes will be incorporated for the next test report. Once finalized the Munis Live database will be upgraded and user-friendly budget reports will be generated for the School Committee and Member Towns.
- Munis Version Upgrade – is scheduled to be completed within the next month on the Munis Training database. Once installed a representative from Munis will be brought in to provide training and then HR and Business Office staff will experiment using the new version through the end of the fiscal year. As a pre-requirement of the upgrade a Data Integrity Process was completed last month by staff members in both the HR Department and the Business Office.



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Wachusett Regional School District
YEAR-TO-DATE BUDGET REPORT

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FOR 2016 06

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1 SALARIES & STIPENDS	50,978,929	3,035,218	54,014,147	20,856,251.01	32,517,867.00	640,028.64	98.8%
2 BENEFITS & INSURANCE	13,119,539	-1,004,209	12,115,330	7,712,569.75	4,000,335.61	402,424.34	96.7%
3 INST SUP-EQUIP & TECH	2,619,303	-372,108	2,247,195	1,247,607.87	772,238.48	227,348.28	89.9%
4 OPERATIONS & MAINTENANCE	3,492,077	-76,051	3,416,026	1,124,150.94	1,784,430.34	507,444.44	85.1%
5 PUPIL SERVICES	157,902	20,898	188,800	72,062.20	26,638.91	90,099.30	52.3%
6 SPECIAL ED TUITIONS	1,510,597	0	1,510,597	1,623,311.57	2,876,889.40	-2,989,603.58	297.9%
7 OTHER OPERATING COSTS	1,118,200	0	1,118,200	263,633.31	13,795.34	840,771.79	24.8%
8 TRANSPORTATION	5,743,240	0	5,743,240	2,456,194.37	3,191,775.58	95,270.41	98.3%
9 DEBT SERVICE	2,570,711	0	2,570,711	849,245.06	251,875.00	1,469,590.64	42.8%
TOTAL GENERAL FUND	81,320,498	1,603,748	82,924,246	36,205,026.08	45,435,845.66	1,283,374.26	98.5%



Wachusett Regional School District
YEAR-TO-DATE BUDGET REPORT

01/06/2016 17:24
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FOR 2016 06

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ 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	-895,348.50	.00	-2,631,860.50	25.4%
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	-412,859	-22,305	-435,174	-108,793.50	.00	-326,380.50	25.0%
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	52,294	-1,344,611	-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	-46,489.25	.00	-139,467.75	25.0%
401435 TRANS ASSESS-RUTLAND	-729,439	27,308	-702,131	-351,065.50	.00	-351,065.15	50.0%
401436 TRANS ASSESS-STERLING	-522,338	19,555	-502,783	-251,391.50	.00	-251,391.01	50.0%
401442 DEBT ASSESS-HOLDEN	-1,089,053	0	-1,089,053	-544,526.00	.00	-544,527.00	50.0%
401443 DEBT ASSESS-PAXTON	-255,635	0	-255,635	-127,817.50	.00	-127,817.50	50.0%
401444 DEBT ASSESS-PRINCETON	-180,527	0	-180,527	-45,131.75	.00	-135,395.25	25.0%
401445 DEBT ASSESS-RUTLAND	-626,893	0	-626,893	-313,446.50	.00	-313,446.50	50.0%
401446 DEBT ASSESS-STERLING	-418,603	0	-418,603	-209,301.50	.00	-209,301.50	50.0%
401450 CHAPT 70-REGIONAL SCHOOL AID	-25,331,099	-107,226	-25,438,325	-12,884,257.00	.00	-12,554,068.00	50.6%
401451 CHAPT 71-REGIONAL SCHOOL TRA	-2,581,391	-118,367	-2,699,758	-231,651.00	.00	-2,468,107.00	8.6%
401452 CHAPT 70-CHARTER REIMBURSE	-41,354	-516	-41,870	-4,969.00	.00	-36,901.00	11.9%
401454 TXFR-UNRESERVED E&D	0	-850,000	-850,000	.00	.00	-850,000.00	.0%
401455 MEDICAID	-500,000	-150,001	-650,001	-80,517.03	.00	-569,483.60	12.4%
401460 INTEREST	-15,000	0	-15,000	-8,923.98	.00	-6,075.63	59.5%
401462 MISC REVENUE	-244,669	-30,331	-275,000	-115,863.50	.00	-159,136.89	42.1%
TOTAL GENERAL FUND	-81,320,498	-1,603,748	-82,924,246	-38,340,541.87	.00	-44,583,704.13	46.2%

November 2015

WACHUSETT REGIONAL SCHOOL DISTRICT

GOVERNMENTAL FUNDS, FIDUCIARY FUNDS CASH & FUND BALANCES REPORT

FUND/ FUNC	FUND NAME	REVENUE			EXPENDED			CASH BALANCE				ENCUMBERED	ENDING CASH BALANCE	ENDING FUND BALANCE
		REVENUE	EXPENDED	BEG BAL	REVENUE	EXPENDED	EXPENDED	YEAR TO DATE	REVENUE	EXPENDED	EXPENDED			
022	CAFETERIA	182,489.78	176,169.78	7,339.06	562,943.85	484,994.47	484,994.47	85,288.44	524,169.67	524,169.67	(438,881.23)			
023	ATHLETIC	13,851.12	53,012.33	278,163.40	197,015.32	96,462.11	96,462.11	378,716.61	184,391.44	184,391.44	194,325.17			
027/101	KINDERGARTEN	2,993.90	45,740.42	416,119.11	363,280.00	135,034.33	135,034.33	644,364.78	403,339.81	403,339.81	241,024.97			
027/510	APPLIED ARTS	2,065.00	5,714.00	33,748.14	31,810.00	11,948.23	11,948.23	53,609.91	41,448.54	41,448.54	12,161.37			
027/511	BUILDING USE	1,895.56	1,678.40	66,056.78	8,418.77	2,518.12	2,518.12	71,957.43			71,957.43			
027/512	DAMAGED PROPERTY		850.00	3,492.86	53.49	850.00	850.00	2,696.35	257.40	257.40	2,438.95			
027/514	DRIVER EDUCATION	225.00	6,707.85	8,599.62	29,089.00	33,674.65	33,674.65	4,013.97	9,980.00	9,980.00	(5,966.03)			
027/515	EQUIP REPAIRS			0.00	0.00	0.00	0.00	0.00			0.00			
027/516	GIFTS & GRANTS	4,771.60	13,358.60	42,003.07	43,348.40	42,782.67	42,782.67	42,568.80	6,034.48	6,034.48	36,534.32			
027/517	LOST BOOKS	44.00		8,060.04	2,988.33	1,438.31	1,438.31	9,610.06			9,610.06			
027/518	PARKING	1,320.00	3,860.00	40,807.00	55,835.00	14,442.46	14,442.46	82,199.54	28,425.39	28,425.39	53,774.15			
027/519	PERFORMING ARTS	3,371.00	5,467.72	(2,093.44)	3,386.75	5,787.72	5,787.72	(4,494.41)	482.10	482.10	(4,976.51)			
027/520	SCHOOL TECHNOLOGY			0.00	0.00	0.00	0.00	0.00			0.00			
027/521	SUMMER MUSIC			0.00	0.00	0.00	0.00	0.00			0.00			
027/522	SUMMER SCHOOL		225.00	8,097.01	2,464.28	6,225.00	6,225.00	4,336.29			4,336.29			
027/524	LOCKER FEES			18,227.44	2,743.00	216.46	216.46	20,753.98			20,753.98			
027/151	STERLING EXTENDED DAY			282.48	0.00	0.00	0.00	282.48			282.48			
027/151	PRINCETON EXTENDED DAY	2,880.25	3,243.26	16,346.22	10,646.50	7,625.35	7,625.35	19,367.37			19,367.37			
027/151	DAVIS HILL EXTENDED DAY			144.50	0.00	0.00	0.00	144.50			144.50			
028/000	ECC TUITION	7,841.14	9,087.86	92,667.48	27,568.55	45,848.43	45,848.43	74,387.60	68,159.28	68,159.28	6,228.32			
028/550	SCHOOL CHOICE	89,074.00	267,222.00	0.00	445,369.00	445,369.00	445,369.00	0.00			0.00			
028/551	CIRCUIT BREAKER			(691,479.00)	1,302,338.00	610,859.00	610,859.00	0.00			0.00			
028/552	INFORMATION TECHNOLOGY			0.00	0.00	0.00	0.00	0.00			0.00			
028/553	INSTRUMENTAL MUSIC			0.00	0.00	0.00	0.00	0.00			0.00			
028/554	INSURANCE REIMBURSEMENTS			37,708.97	18,872.00	55,493.97	55,493.97	1,087.00			1,087.00			
028/555	MEDICAID			0.00	0.00	0.00	0.00	0.00			0.00			
028/556	PROFESSIONAL REVOLVING		(116.34)	1,318.53	0.00	1,318.53	1,318.53	0.00			0.00			
028/560	DISTRICT TUITION			(274.64)	0.00	0.00	0.00	(274.64)			(274.64)			
029	ADULT EDUCATION	0.03		70.66	0.10	0.00	0.00	70.76			70.76			
040	PROGRAM INITIATIVES	1,340.00	7,436.82	13,535.82	39,469.00	32,337.72	32,337.72	20,667.10	186.00	186.00	20,481.10			
050	STUDENT ACTIVITIES	110,941.46	77,518.16	469,170.47	324,284.56	255,588.09	255,588.09	537,866.94	31,179.48	31,179.48	506,687.46			
060	TRUST FUND/SCHOLARSHIPS			188,547.36	0.00	0.00	0.00	188,547.36			188,547.36			
TOTALS		425,103.84	677,175.86	1,056,658.94	3,471,923.90	2,290,814.62	2,290,814.62	2,237,768.22	1,298,053.59	1,298,053.59	939,714.63			

