

Woodbridge School District 2021-2022 Budget Narrative

March 1, 2022

March 1, 2022 represents eight months of the fiscal year, and six months of the school year. Two thirds of the fiscal year have gone by and the fiscal year looks very tight.

100 Series Salaries – This projection includes the supplemental appropriation of \$75,664 approved by the Town and can be seen as a transfer in the non-certified area 61601-1303 for one-on-one Teaching Assistants. The District is at full staff, but you will most likely see small variations in the salary accounts with the exception of the custodial overtime account. This account will vary with the weather.

As we move toward the end of the fiscal year you will begin to notice the encumbered salaries seem high. This is due to the practice of paying out five payrolls in June to carry ten month employees through the summer. When hired, employees have the option of getting their salaries paid in 21 or 26 pays. This is handled by dividing the employee's annual salary by either 21 or 26, twenty-two of which are paid between September and June, reserving five payrolls to be paid in lump sum to carry the employee through the summer.

200 Series Benefits – This account is expected to be relatively stable for the remainder of the year. The 62900 Retirement Payments is likely to be an exception if we experience many retirements. MERF is also another account that will need to be monitored carefully as we appear to be running close on this account.

300 Series Purchased Professional Services- This category includes legal, audit, and other expenses that are generated on a month-by-month basis and generally a month or two behind in the billing process. You will notice a negative balance in account 63500-1403 Substitutes. This reflects a shift from 65500-1401 Interns, whom the district has been unable to hire, to Daily Substitutes, whom we hope to attract. This account has shown a small improvement since the February 1 projection.

400 Series Purchased Property Services - At this point in time it is only twenty-one days till the first day of spring, which should take some pressure off of property services. However, the Maintenance and Operations budget is very tight. Any unusual maintenance issues could put this category of account under significant negative pressure.

500 Series Other Purchased Services - This budget series includes transportation, tuition, interns, liability insurance, and items that do not fall within the professional services/property services categories. You may notice there is a larger positive balance in Account 65500-1401 Interns. This reflects our inability to get interns and offsets the addition cost of 63500 Daily Substitutes mentioned above in the 300 Series of professional services accounts.

600 Series Materials and Supplies – Except for custodial/maintenance supplies, this category is direct support for classroom instruction. You can see from the projection some savings will accrue in supplies, as each order will be judged on its relative merit. You can be assured instructional needs will be met.

700 Series Furniture and Equipment - If funds in this group of accounts have not been expended, it is unlikely they will be used by year end, with the exception of Computer Equipment District Wide; this category supports an upgrade of network equipment.

800 Series Dues and Fees – This budget category is small but important as it links staff to professional organizations that help keep them up-to-date in their respective academic fields.

900 Series Misc. Expenses - The primary expense in this category is the Ezra Nurse, a non-public health expense we are required by law to maintain. The balance in these accounts is expected to remain stable.

Summary: The overall budget balance has increased approximately \$25,000 since the last projection. Given the size of the budget, this amount represents a balanced budget. Yet, weather and unforeseen circumstances can put additional pressure on accounts. The more I learn about and track expenses, it is apparent there is no “fat” nor fiscal flexibility in this tight budget. This office will remain diligent in monitoring accounts and seeking savings wherever possible and looking for projects that can reduce fixed costs in the long run.