



Derby Public Schools Business Manager's Report September 19, 2019

This financial detail provides the operating budget information for the month ending August 30, 2019 as follows:

<u>Line</u>	<u>Description</u>	<u>Proj. Balance</u>
100	Salaries (Certified and Non-Certified)	\$400,552
200	Benefits	(\$90,788)
300	Professional Services	\$242,041
400	Property Services	\$269,322
500	Other Purchased Services	\$3,891,562
600	Supplies and Materials	\$340,089
700	Equipment	\$27,503
800	Dues and Fees	\$21,133
	Operating Financial Report	<u>\$5,101,414</u>
	Insurance waiver/unemploy reimb	\$ 97,788
	School Security Officers	\$ 76,594
	Operating Financial Report - Adjusted	<u>\$5,275,796</u>

Operating Budget Major Variance Drivers

100 SALARIES – laying in salary encumbrances

200 BENEFITS – includes contingency for one (1) furlough day

300 PROFESSIONAL SERVICES – working to issue purchase orders

400 PROPERTY SERVICES – working to issue purchase orders

500 OTHER PURCHASED SERVICES – working to issue purchase orders with priority on SPED costs

600 SUPPLIES & MATERIALS – working to issue purchase orders

700 EQUIPMENT – working to issue purchase orders

800 DUES & FEES – as reported

State and Federal Grants Summary FY19 – FY20

Total Federal/State Grants	<u>Projected Balance</u> \$(1,359,021)
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Derby has received grants for such purposes Title I, Title II, Title III, Special Education (IDEA), School Readiness, Alliance & Priority School District, Pre-School Development, Smart Start and Perkins. Each grant has spending criteria requiring careful monitoring to maintain the intention of each program.

Federal grants are typically two-year grants. Any grant noted with a C/O (carryover) is in its second year.

Noteworthy grant information:

- Draft FY20 Alliance / PSD grant application completed – awaiting application announcement
- Awaiting release of applications for balance of FY20 grants
- Projected “negative” grant fund balance based on salary encumbrances for full school year.

Financial Summary

Motion: *The Board of Education approve the financial report for the period through August 30, 2019, as recommended by the Superintendent of Schools and,*

Motion: *The Board of Education approve the operating funds transfer request as recommended by the Superintendent of Schools.*

The information contained on the following financial report includes:

- Object & Account Description – A summary total of all object accounts and their descriptions as indicated in the school budget
- Budget – The approved and adopted budget for the fiscal year 2019-2020
- Transfers – Board of Education approved transfers (>\$5K) required to cover expenses not anticipated during budget deliberations
- Adjusted Budget – Reflects approved transfers
- Expenditures – Actual expenditures incurred through the date of the financial report
- Encumbered – Purchase orders or contracts obligating funds but not yet processed for payment through the date of the financial report
- Balance – The adjusted budget less expended and encumbered costs
- Estimated Adjustments – Funding not encumbered but anticipated to be obligated on a later financial report or obligations expected to be released on a later financial report
- Grant Cash Received – Found on the grant report (last page) and reflects the actual cash received from the state for this fiscal year through the date of the financial report

Other noteworthy information:

- Preparing for internal audit process starting in early October.
- In process of reviewing bids for replacement general ledger and HR database.

Derby Food Service

STATEMENT OF ACTIVITY

August 2019

	TOTAL	
	AUG 2019	JUL - AUG, 2019 (YTD)
Revenue		
Income		
Catering Income	5,040.00	5,458.00
Intergovernmental		
Government - NSL	2,726.55	19,118.66
Government-Breakfast	1,577.95	9,724.89
Government-Snacks	29.75	196.44
Total Intergovernmental	4,334.25	29,039.99
Revenue	784.18	784.18
Revenue-Mealpay	150.25	198.80
Total Income	10,308.68	35,480.97
Total Revenue	\$10,308.68	\$35,480.97
Cost of Goods Sold		
Cost of Goods Sold		
Beverage Purchases	767.02	1,946.69
Food Purchases	16,740.76	22,708.62
Paper Supplies	1,576.48	2,670.40
Total Cost of Goods Sold	19,084.26	27,325.71
Total Cost of Goods Sold	\$19,084.26	\$27,325.71
GROSS PROFIT	\$ -8,775.58	\$8,155.26
Expenditures		
Beverage Purchasesv		0.00
Computer Expense		4,429.26
Payroll		
Salaries & Wages	9,925.61	17,938.55
Total Payroll	9,925.61	17,938.55
Purchases	2,303.43	2,680.94
Total Expenditures	\$12,229.04	\$25,048.75
NET OPERATING REVENUE	\$ -21,004.62	\$ -16,893.49
NET REVENUE	\$ -21,004.62	\$ -16,893.49

Bank account balance as of 9/17/19 = \$158,136
 CSDE Claims not paid = \$127,286
 Estimated cash position (above less A/P) = \$251,511

Derby Food Services				
Meal Count Summary (FY20 vs. FY19 - 9 days)				
				Increase
Breakfast	2018	2019	Count	%%%
BRADLEY	263	696		
HIGH SCHOOL	1,315	1,308		
MIDDLE SCHOOL	487	795		
IRVING	1,128	1,332		
Total - B/F	3,193	4,131	938	29%
Lunch				
BRADLEY	1,146	1,473		
HIGH SCHOOL	1,955	2,267		
MIDDLE SCHOOL	1,674	2,245		
IRVING	1,744	2,123		
Total - Lunch	6,519	8,108	1,589	24%
Grand Total	9,712	12,239	2,527	26%

Respectfully submitted,

Mark G. Izzo

9/17/19

Derby Public Schools
Monthly Financial Report - August 2019

September 3, 2019

OBJECT & ACCOUNT DESCRIPTION	BUDGET 2019 - 2020	TRANSFERS 2019 - 2020	ADJ BUDGET 2019 - 2020	EXPENDITURES 2019 - 2020	ENCUMBERED 2019 - 2020	BALANCE 2019 - 2020	ESTIMATED ADJUSTMENTS	PROJECTED YEAR-END
Central Administration	\$ 312,750	\$ -	\$ 312,750	\$ 44,609	\$ 269,949	\$ (1,808)	\$ -	\$ (1,808)
School Principals/Directors	\$ 926,445	\$ -	\$ 926,445	\$ 148,413	\$ 788,928	\$ (10,896)	\$ (10,896)	\$ 0
Teachers - Regular	\$ 6,256,823	\$ -	\$ 6,256,823	\$ 227,247	\$ 5,974,362	\$ 55,214	\$ -	\$ 55,214
Teachers Substitutes	\$ 75,600	\$ -	\$ 75,600	\$ -	\$ -	\$ 75,600	\$ -	\$ 75,600
Teachers - Special Education	\$ 695,197	\$ -	\$ 695,197	\$ 33,911	\$ 562,341	\$ 98,946	\$ -	\$ 98,946
Pupil Services	\$ 721,378	\$ -	\$ 721,378	\$ 33,267	\$ 625,246	\$ 62,866	\$ -	\$ 62,866
Library/Media	\$ 65,076	\$ -	\$ 65,076	\$ 2,503	\$ 62,573	\$ -	\$ -	\$ -
Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total Certified Salaries	\$ 9,053,270	\$ -	\$ 9,053,270	\$ 489,949	\$ 8,283,399	\$ 279,922	\$ (10,896)	\$ 290,818
Secretaries, Clerical	\$ 476,230	\$ -	\$ 476,230	\$ 41,480	\$ 454,890	\$ (20,140)	\$ (15,000)	\$ (5,140)
Technology	\$ 65,414	\$ -	\$ 65,414	\$ 12,849	\$ 53,566	\$ (1,001)	\$ -	\$ (1,001)
Custodians/Facilities	\$ 769,276	\$ -	\$ 769,276	\$ 121,525	\$ 556,332	\$ 91,418	\$ -	\$ 91,418
Nurses	\$ 210,215	\$ -	\$ 210,215	\$ 285	\$ 164,603	\$ 45,328	\$ -	\$ 45,328
Paraprofessionals	\$ 4,104	\$ -	\$ 4,104	\$ -	\$ 4,104	\$ -	\$ -	\$ -
Spec. Educ.Paraprofess/Tutors	\$ 799,974	\$ -	\$ 799,974	\$ -	\$ 744,076	\$ 55,897	\$ -	\$ 55,897
Coaching/Extra Curr. Stipends	\$ 154,998	\$ -	\$ 154,998	\$ 919	\$ 11,911	\$ 142,169	\$ 142,169	\$ (0)
Security	\$ 17,046	\$ -	\$ 17,046	\$ 2,832	\$ 90,809	\$ (76,594)	\$ -	\$ (76,594)
Salaries, Miscellaneous	\$ 35,740	\$ -	\$ 35,740	\$ 829	\$ 35,085	\$ (174)	\$ -	\$ (174)
Sub-Total Non-Certified Salaries	\$ 2,532,997	\$ -	\$ 2,532,997	\$ 180,719	\$ 2,115,375	\$ 236,903	\$ 127,169	\$ 109,734
Total Salaries	\$ 11,586,266	\$ -	\$ 11,586,266	\$ 670,668	\$ 10,398,773	\$ 516,825	\$ 116,273	\$ 400,552
FICA	\$ 420,000	\$ -	\$ 420,000	\$ -	\$ -	\$ 420,000	\$ 420,000	\$ -
Medical Insurance	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
Life Insurance	\$ 21,000	\$ -	\$ 21,000	\$ 5,270	\$ 13,730	\$ 2,000	\$ -	\$ 2,000
Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unemployment Compensation	\$ -	\$ -	\$ -	\$ 2,788	\$ -	\$ (2,788)	\$ -	\$ (2,788)
Other Employee Benefits	\$ (95,000)	\$ -	\$ (95,000)	\$ -	\$ -	\$ (95,000)	\$ -	\$ (95,000)
Total Benefits	\$ 351,000	\$ -	\$ 351,000	\$ 8,058	\$ 13,730	\$ 329,212	\$ 420,000	\$ (90,788)

Derby Public Schools
Monthly Financial Report - August 2019

September 3, 2019

OBJECT & ACCOUNT DESCRIPTION	BUDGET 2019 - 2020	TRANSFERS 2019 - 2020	ADJ BUDGET 2019 - 2020	EXPENDITURES 2019 - 2020	ENCUMBERED 2019 - 2020	BALANCE 2019 - 2020	ESTIMATED ADJUSTMENTS	PROJECTED YEAR-END
Adult Education	\$ 110,000	\$ -	\$ 110,000	\$ -	\$ -	\$ 110,000	\$ 100,800	\$ 9,200
Homebound/Tutors	\$ 26,502	\$ -	\$ 26,502	\$ -	\$ 26,502	\$ (0)	\$ -	\$ (0)
Professional Development	\$ 3,000	\$ -	\$ 3,000	\$ 16	\$ -	\$ 2,984	\$ -	\$ 2,984
Intern Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pupil Services	\$ 199,650	\$ -	\$ 199,650	\$ (11,199)	\$ 22,742	\$ 188,107	\$ -	\$ 188,107
Audit/Legal Services	\$ 74,000	\$ -	\$ 74,000	\$ 9,259	\$ 55,991	\$ 8,750	\$ -	\$ 8,750
Other Purchased Services	\$ 205,000	\$ -	\$ 205,000	\$ 2,175	\$ 169,825	\$ 33,000	\$ -	\$ 33,000
School Physician	\$ 12,300	\$ -	\$ 12,300	\$ 1,100	\$ 11,200	\$ -	\$ -	\$ -
Total Professional Services	\$ 630,452	\$ -	\$ 630,452	\$ 1,351	\$ 286,260	\$ 342,841	\$ 100,800	\$ 242,041
Water, Electricity, Natural Gas	\$ 532,500	\$ -	\$ 532,500	\$ 1,253	\$ 619,897	\$ (88,650)	\$ (88,650)	\$ -
Repairs Instructional	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contracted Services Office	\$ 4,140	\$ -	\$ 4,140	\$ -	\$ -	\$ 4,140	\$ -	\$ 4,140
Repairs Maintenance of Buildings	\$ 293,033	\$ -	\$ 293,033	\$ 19,125	\$ 23,490	\$ 250,418	\$ -	\$ 250,418
Lease/Rentals	\$ 79,000	\$ -	\$ 79,000	\$ 3,403	\$ 60,833	\$ 14,764	\$ -	\$ 14,764
Total Property Services	\$ 908,673	\$ -	\$ 908,673	\$ 23,782	\$ 704,219	\$ 180,672	\$ (88,650)	\$ 269,322
Pupil Transportation-Regular,504	\$ 735,000	\$ -	\$ 735,000	\$ 14,684	\$ -	\$ 720,316	\$ -	\$ 720,316
Pupil Transportation - Spec. Educ.	\$ 569,062	\$ -	\$ 569,062	\$ (3,150)	\$ 91,403	\$ 480,809	\$ -	\$ 480,809
Transportation-Fuel	\$ 81,500	\$ -	\$ 81,500	\$ -	\$ 81,500	\$ -	\$ -	\$ -
Voc-Educ. Transportation	\$ 18,000	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000	\$ -	\$ 18,000
Athletic/Student Act. Transport.	\$ 71,192	\$ -	\$ 71,192	\$ -	\$ 57,842	\$ 13,350	\$ -	\$ 13,350
Insurance-General Liability	\$ 7,500	\$ -	\$ 7,500	\$ 5,718	\$ -	\$ 1,782	\$ -	\$ 1,782
Communication Services	\$ 254,050	\$ -	\$ 254,050	\$ 26,959	\$ 203,841	\$ 23,250	\$ -	\$ 23,250
Advertising	\$ 1,000	\$ -	\$ 1,000	\$ 580	\$ -	\$ 420	\$ -	\$ 420
Tuition-Out of District Regular	\$ 184,000	\$ -	\$ 184,000	\$ -	\$ -	\$ 184,000	\$ -	\$ 184,000
Tuition - Out of District SPED	\$ 2,497,309	\$ -	\$ 2,497,309	\$ -	\$ 77,506	\$ 2,419,803	\$ -	\$ 2,419,803
Travel/Meetings	\$ 30,000	\$ -	\$ 30,000	\$ 168	\$ -	\$ 29,832	\$ -	\$ 29,832
Total Other Purchased Services	\$ 4,448,613	\$ -	\$ 4,448,613	\$ 44,959	\$ 512,092	\$ 3,891,562	\$ -	\$ 3,891,562
Instructional/General Supplies	\$ 42,991	\$ -	\$ 42,991	\$ 2,705	\$ 8,431	\$ 31,854	\$ -	\$ 31,854
Interscholastic Athletics	\$ 123,217	\$ -	\$ 123,217	\$ 3,971	\$ 53,306	\$ 65,940	\$ -	\$ 65,940
Licensing/Software Maintenance	\$ 159,050	\$ -	\$ 159,050	\$ 46,136	\$ 49,377	\$ 63,538	\$ -	\$ 63,538
Office Supplies	\$ 24,325	\$ -	\$ 24,325	\$ 14,429	\$ 5,569	\$ 4,327	\$ -	\$ 4,327
Postage/Mailings	\$ 13,020	\$ -	\$ 13,020	\$ 1,001	\$ 2,395	\$ 9,624	\$ -	\$ 9,624
Custodial/Maintenance Supplies	\$ 166,169	\$ -	\$ 166,169	\$ 654	\$ 16,947	\$ 148,569	\$ -	\$ 148,569
School Health Supplies	\$ 6,425	\$ -	\$ 6,425	\$ 1,392	\$ -	\$ 5,033	\$ -	\$ 5,033
Heating Oil	\$ 76,200	\$ -	\$ 76,200	\$ -	\$ 76,200	\$ -	\$ -	\$ -
Textbooks	\$ 8,005	\$ -	\$ 8,005	\$ -	\$ -	\$ 8,005	\$ -	\$ 8,005
Library/AV Books and Supplies	\$ 3,200	\$ -	\$ 3,200	\$ -	\$ -	\$ 3,200	\$ -	\$ 3,200
Total Supplies and Materials	\$ 622,602	\$ -	\$ 622,602	\$ 70,288	\$ 212,224	\$ 340,089	\$ -	\$ 340,089

Derby Public Schools
Monthly Financial Report - August 2019

September 3, 2019

OBJECT & ACCOUNT DESCRIPTION	BUDGET 2019 - 2020	TRANSFERS 2019 - 2020	ADJ BUDGET 2019 - 2020	EXPENDITURES 2019 - 2020	ENCUMBERED 2019 - 2020	BALANCE 2019 - 2020	ESTIMATED ADJUSTMENTS	PROJECTED YEAR-END
New Equipment - Instructional	\$ 1,500	\$ -	\$ 1,500	\$ 166	\$ 333	\$ 1,001	\$ -	\$ 1,001
New Equipment - Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Equipment - Instructional	\$ 1,650	\$ -	\$ 1,650	\$ -	\$ 174	\$ 1,476	\$ -	\$ 1,476
Replace Equipment - Support	\$ 26,350	\$ -	\$ 26,350	\$ 1,323	\$ -	\$ 25,027	\$ -	\$ 25,027
Security Enhancements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Equipment	\$ 29,500	\$ -	\$ 29,500	\$ 1,490	\$ 507	\$ 27,503	\$ -	\$ 27,503
Dues and Fees	\$ 39,500	\$ -	\$ 39,500	\$ 13,905	\$ 4,462	\$ 21,133	\$ -	\$ 21,133
Other Objects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Dues and Fees	\$ 39,500	\$ -	\$ 39,500	\$ 13,905	\$ 4,462	\$ 21,133	\$ -	\$ 21,133
TOTAL ADOPTED BUDGET	\$ 18,616,606	\$ -	\$ 18,616,606	\$ 834,500	\$ 12,132,268	\$ 5,649,837	\$ 548,423	\$ 5,101,414
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City - unemployment/waiver							\$ -	\$ 97,788
School Security Officers							\$ -	\$ 76,594
						\$ -	\$ -	\$ -
TOTAL FINANCIAL REPORT	\$ 18,616,606	\$ -	\$ 18,616,606	\$ 834,500	\$ 12,132,268	\$ 5,649,837	\$ 548,423	\$ 5,275,796

Budget Transfers	
TRANSFERS FROM:	TRANSFERS TO:
Description	Description
Amount	Amount
Explanation	Explanation
Salary - Teacher substitute DHS	Intern Program - DHS
\$ 7,800.00	\$ 7,800.00
	Intern (Vs. sub); 9/19 - 12/19
TOTALS	
\$ 7,800.00	\$ 7,800.00

to be reviewed and approved by the Board of Education

Derby Public Schools
Monthly Financial Report - August 2019

September 3, 2019

September 3, 2019

GRANT DESCRIPTION	GRANT AWARD	GRANT CASH RECEIVED	EXPENDITURE	ENCUMBERED	AVAILABLE BALANCE	ESTIMATED ADJUSTMENT	YEAR END BALANCES
STATE OF CT GRANTS							
Adult Education	\$ 129,440	\$ 86,293	\$ -	\$ -	\$ 129,440	\$ -	\$ 129,440
School Readiness	\$ -	\$ 20,786	\$ -	\$ -	\$ -	\$ -	\$ -
Alliance	\$ -	\$ -	\$ 50,146	\$ 1,017,559	\$ (1,067,705)	\$ -	\$ (1,067,705)
Alliance C-O	\$ 133,639	\$ -	\$ 19,085	\$ 8,475	\$ 106,079	\$ -	\$ 106,079
PSD	\$ -	\$ -	\$ 53,013	\$ 256,736	\$ (309,749)	\$ -	\$ (309,749)
PSD C-O	\$ 173,452	\$ -	\$ -	\$ -	\$ 173,452	\$ -	\$ 173,452
Summer School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Summer School C-O	\$ 7,257	\$ -	\$ -	\$ 40,489	\$ (33,232)	\$ -	\$ (33,232)
AD After School C-O	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PDG	\$ 12,550	\$ 155,000	\$ 1,954	\$ 73,219	\$ (62,623)	\$ -	\$ (62,623)
Smart Start	\$ -	\$ 15,000	\$ 9,134	\$ 180,791	\$ (189,925)	\$ -	\$ (189,925)
After School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In Service Training Competitive	\$ 3,881	\$ -	\$ -	\$ -	\$ 3,881	\$ -	\$ 3,881
FEDERAL GRANTS							
Title I Improving Basic Education	\$ -	\$ -	\$ 6,207	\$ 273,513	\$ (279,720)	\$ -	\$ (279,720)
Title I Improve Educ. C-O	\$ 74,110	\$ 69,745	\$ -	\$ -	\$ 74,110	\$ -	\$ 74,110
Title I Improving Basic Education - 1003a	\$ 29,976	\$ 79,568	\$ 6,157	\$ 120,959	\$ (97,140)	\$ -	\$ (97,140)
Title I Improving Basic Education - 1003a	\$ 51,547	\$ 51,547	\$ 1,916	\$ 1,316	\$ 48,316	\$ -	\$ 48,316
Title II Part A Teachers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Title II Part A Teachers C-O	\$ 3,913	\$ -	\$ -	\$ -	\$ 3,913	\$ -	\$ 3,913
Title IV - Student Support & Enrichment	\$ -	\$ -	\$ 632	\$ -	\$ (632)	\$ -	\$ (632)
IDEA Part B - Section 611	\$ 351,244	\$ 80,000	\$ 12,347	\$ 249,055	\$ 89,841	\$ -	\$ 89,841
IDEA Part B - Section 611 C-O	\$ 37,567	\$ 34,681	\$ -	\$ -	\$ 37,567	\$ -	\$ 37,567
IDEA Pre School	\$ 15,104	\$ 2,211	\$ -	\$ -	\$ 15,104	\$ -	\$ 15,104
National School Lunch Pgm Equip Assist	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carl Perkins	\$ -	\$ 1,905	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FEDERAL/STATE GRANTS	\$ 1,023,680	\$ 596,736	\$ 160,590	\$ 2,222,111	\$ (1,359,021)	\$ -	\$ (1,359,021)

* Grants so-marked have not been awarded

Note: CO denotes carryover funding from the prior year