



Derby Public Schools Business Manager's Report October 25, 2018

This financial detail provides the operating budget information for the month ending September 30, 2018 as follows:

<u>Line</u>	<u>Description</u>	<u>Proj. Balance</u>
100	Salaries (Certified and Non-Certified)	\$481,880
200	Benefits	\$364,369
300	Professional Services	\$371,471
400	Property Services	\$139,147
500	Other Purchased Services	(\$35,383)
600	Supplies and Materials	\$363,914
700	Equipment	\$24,579
800	Dues and Fees	\$11,651
	Operating Financial Report	<u>\$1,721,627</u>
	Insurance waiver/unemploy reimb	\$ 7,608
	Operating Financial Report - Adjusted	<u>\$1,729,235</u>

Operating Budget Major Variance Drivers

100 SALARIES – completing final adjustments to salary encumbrance file

200 BENEFITS – as reported

300 PROFESSIONAL SERVICES – need to complete POs for pupil services

400 PROPERTY SERVICES – as reported

500 OTHER PURCHASED SERVICES – monitoring SPED costs / looking for offsets

600 SUPPLIES & MATERIALS – continue to set up POs

700 EQUIPMENT – as reported

800 DUES & FEES – as reported

State and Federal Grants Summary FY18 – FY19

Total Federal/State Grants	<u>Projected Balance</u> \$1,667,431
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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:

- Alliance and PSD grants: application has been submitted and approved; awaiting release of funds (\$1,218,472 and \$619,185 respectively).
- Submitted application for additional School Improvement Grant funds (\$79,568) for DHS math programming; awaiting release of funds.
- Working applications for Title I, Title II, Title III, Title IV and School Improvement Grant (SIG FY19 for DHS Math) by end of October.
- Application for Round 4 of School Security grant has been released; due 12/4/18. This is reimbursement-type grant so will require City to fund ~25% of the final cost.

Financial Summary

It is recommended that the Derby Board of Education approve the October 2018 financial statement information and review of expenditures as presented.

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 2018-2019
- 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:

- FY17-18 Audit: all requested files have been presented to auditor; on-site visit conducted for Food Services and awaiting dates for BOE audit.

Derby Food Service

STATEMENT OF ACTIVITY

September 2018

	TOTAL	
	SEP 2018	JUL - SEP, 2018 (YTD)
Revenue		
Income		
Catering Income	787.00	5,680.00
Intergovernmental		
Government - NSL	51,148.19	60,616.04
Government-Breakfast	17,686.24	22,584.63
Government-Snacks	2,313.22	2,313.22
Total Intergovernmental	71,147.65	85,513.89
Revenue	6,459.02	8,350.92
Revenue-Mealpay	4,406.25	6,149.85
Total Income	82,799.92	105,694.66
Total Revenue	\$82,799.92	\$105,694.66
Cost of Goods Sold		
Cost of Goods Sold		
Beverage Purchases	1,859.22	3,401.19
Food Purchases	27,969.70	50,410.86
Paper Supplies	2,227.43	4,953.10
Total Cost of Goods Sold	32,056.35	58,765.15
Total Cost of Goods Sold	\$32,056.35	\$58,765.15
GROSS PROFIT	\$50,743.57	\$46,929.51
Expenditures		
Beverage Purchasesv	1,576.14	1,576.14
Computer Expense	4,691.65	5,201.65
Other Business Expenses	3,033.00	3,033.00
Outside Services		500.00
Payroll		
Salaries & Wages	28,972.96	59,798.20
Total Payroll	28,972.96	59,798.20
Purchases	106.77	3,865.47
Repairs & Maintenance		615.88
Student Rebate		29.01
Total Expenditures	\$38,380.52	\$74,619.35
NET OPERATING REVENUE	\$12,363.05	\$ -27,689.84
NET REVENUE	\$12,363.05	\$ -27,689.84

Bank account balance as of 10/18/18 = \$96,002
CSDE Claims not paid = \$127,849
Estimate cash position = \$223,851

Respectfully submitted,

Mark G. Izzo

10/25/18

Derby Public Schools
Monthly Financial Report - September 2018

October 5, 2018

OBJECT & ACCOUNT DESCRIPTION	BUDGET 2018 ·	TRANSFERS	ADJ BUDGET	EXPENDITURES	ENCUMBERED	BALANCE 2018 -	ESTIMATED	PROJECTED
	2019	2018 - 2019	2018 - 2019	2018 - 2019	2018 - 2019	2019	ADJUSTMENTS	YEAR-END
Central Administration	\$ 308,457	\$ -	\$ 308,457	\$ 66,916	\$ 243,107	\$ (1,567)	\$ -	\$ (1,567)
School Principals/Directors	\$ 926,255	\$ (6,956)	\$ 919,299	\$ 200,630	\$ 732,836	\$ (14,168)	\$ -	\$ (14,168)
Teachers - Regular	\$ 6,418,808	\$ 6,956	\$ 6,425,764	\$ 738,810	\$ 5,610,523	\$ 76,431	\$ -	\$ 76,431
Teachers Substitutes	\$ 75,600	\$ -	\$ 75,600	\$ 630	\$ -	\$ 74,970	\$ -	\$ 74,970
Teachers - Special Education	\$ 746,006	\$ -	\$ 746,006	\$ 59,122	\$ 613,871	\$ 73,013	\$ -	\$ 73,013
Pupil Services	\$ 729,179	\$ -	\$ 729,179	\$ 94,979	\$ 632,929	\$ 1,272	\$ -	\$ 1,272
Library/Media	\$ 63,729	\$ -	\$ 63,729	\$ 7,353	\$ 56,376	\$ -	\$ -	\$ -
Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total Certified Salaries	\$ 9,268,034	\$ -	\$ 9,268,034	\$ 1,168,441	\$ 7,889,643	\$ 209,950	\$ -	\$ 209,950
Secretaries, Clerical	\$ 466,565	\$ -	\$ 466,565	\$ 81,716	\$ 383,108	\$ 1,741	\$ -	\$ 1,741
Technology	\$ 96,479	\$ -	\$ 96,479	\$ 21,151	\$ 75,328	\$ 0	\$ -	\$ 0
Custodians/Facilities	\$ 786,466	\$ -	\$ 786,466	\$ 198,735	\$ 518,089	\$ 69,642	\$ -	\$ 69,642
Nurses	\$ 197,555	\$ -	\$ 197,555	\$ 18,155	\$ 178,651	\$ 749	\$ -	\$ 749
Paraprofessionals	\$ 25,786	\$ -	\$ 25,786	\$ 2,120	\$ 20,238	\$ 3,428	\$ -	\$ 3,428
Spec. Educ.Paraprofess/Tutors	\$ 810,400	\$ -	\$ 810,400	\$ 54,985	\$ 688,278	\$ 67,137	\$ -	\$ 67,137
Coaching/Extra Curr. Stipends	\$ 146,990	\$ -	\$ 146,990	\$ 2,195	\$ 22,128	\$ 122,667	\$ -	\$ 122,667
Security	\$ 16,630	\$ -	\$ 16,630	\$ 276	\$ 9,720	\$ 6,634	\$ -	\$ 6,634
Salaries, Miscellaneous	\$ 26,164	\$ -	\$ 26,164	\$ 2,205	\$ 24,027	\$ (68)	\$ -	\$ (68)
Sub-Total Non-Certified Salaries	\$ 2,573,035	\$ -	\$ 2,573,035	\$ 381,537	\$ 1,919,568	\$ 271,930	\$ -	\$ 271,930
Total Salaries	\$ 11,841,069	\$ -	\$ 11,841,069	\$ 1,549,978	\$ 9,809,210	\$ 481,880	\$ -	\$ 481,880
FICA	\$ 443,000	\$ -	\$ 443,000	\$ 61,945	\$ -	\$ 381,055	\$ -	\$ 381,055
Medical Insurance	\$ 5,000	\$ -	\$ 5,000	\$ 522	\$ 1,807	\$ 2,672	\$ -	\$ 2,672
Life Insurance	\$ 21,000	\$ -	\$ 21,000	\$ 4,334	\$ 14,666	\$ 2,000	\$ -	\$ 2,000
Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unemployment Compensation	\$ -	\$ -	\$ -	\$ 7,608	\$ -	\$ (7,608)	\$ -	\$ (7,608)
Other Employee Benefits	\$ (13,750)	\$ -	\$ (13,750)	\$ -	\$ -	\$ (13,750)	\$ -	\$ (13,750)
Total Benefits	\$ 455,250	\$ -	\$ 455,250	\$ 74,409	\$ 16,472	\$ 364,369	\$ -	\$ 364,369

Derby Public Schools
Monthly Financial Report - September 2018

October 5, 2018

OBJECT & ACCOUNT DESCRIPTION	BUDGET 2018 - 2019	TRANSFERS 2018 - 2019	ADJ BUDGET 2018 - 2019	EXPENDITURES 2018 - 2019	ENCUMBERED 2018 - 2019	BALANCE 2018 - 2019	ESTIMATED ADJUSTMENTS	PROJECTED YEAR-END
Adult Education	\$ 110,000	\$ -	\$ 110,000	\$ -	\$ -	\$ 110,000	\$ -	\$ 110,000
Homebound/Tutors	\$ 25,858	\$ -	\$ 25,858	\$ 1,147	\$ 24,711	\$ -	\$ -	\$ -
Professional Development	\$ 4,000	\$ -	\$ 4,000	\$ (785)	\$ -	\$ 4,785	\$ -	\$ 4,785
Intern Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pupil Services	\$ 182,956	\$ -	\$ 182,956	\$ (42,993)	\$ -	\$ 225,949	\$ -	\$ 225,949
Audit/Legal Services	\$ 80,200	\$ -	\$ 80,200	\$ -	\$ 71,200	\$ 9,000	\$ -	\$ 9,000
Other Purchased Services	\$ 241,000	\$ -	\$ 241,000	\$ 50,371	\$ 181,192	\$ 9,437	\$ -	\$ 9,437
School Physician	\$ 12,300	\$ -	\$ 12,300	\$ -	\$ -	\$ 12,300	\$ -	\$ 12,300
Total Professional Services	\$ 656,314	\$ -	\$ 656,314	\$ 7,740	\$ 277,103	\$ 371,471	\$ -	\$ 371,471
Water, Electricity, Natural Gas	\$ 527,000	\$ -	\$ 527,000	\$ 65,655	\$ 461,345	\$ -	\$ -	\$ -
Repairs Instructional	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contracted Services Office	\$ 3,726	\$ -	\$ 3,726	\$ -	\$ 2,210	\$ 1,516	\$ -	\$ 1,516
Repairs Maintenance of Buildings	\$ 273,398	\$ -	\$ 273,398	\$ 118,211	\$ 27,556	\$ 127,631	\$ -	\$ 127,631
Lease/Rentals	\$ 79,000	\$ -	\$ 79,000	\$ 17,669	\$ 51,332	\$ 10,000	\$ -	\$ 10,000
Total Property Services	\$ 883,124	\$ -	\$ 883,124	\$ 201,534	\$ 542,442	\$ 139,147	\$ -	\$ 139,147
Pupil Transportation-Regular,504	\$ 722,526	\$ -	\$ 722,526	\$ 78,628	\$ 525,887	\$ 118,011	\$ -	\$ 118,011
Pupil Transportation - Spec. Educ.	\$ 518,387	\$ -	\$ 518,387	\$ 35,255	\$ 576,959	\$ (93,827)	\$ -	\$ (93,827)
Transportation-Fuel	\$ 75,000	\$ -	\$ 75,000	\$ 10,917	\$ 64,083	\$ -	\$ -	\$ -
Voc-Educ. Transportation	\$ 18,000	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000	\$ -	\$ 18,000
Athletic/Student Act. Transport.	\$ 67,789	\$ -	\$ 67,789	\$ 989	\$ 55,505	\$ 11,295	\$ -	\$ 11,295
Insurance-General Liability	\$ 7,500	\$ -	\$ 7,500	\$ 5,718	\$ -	\$ 1,782	\$ -	\$ 1,782
Communication Services	\$ 254,050	\$ -	\$ 254,050	\$ 18,936	\$ 218,504	\$ 16,610	\$ -	\$ 16,610
Advertising	\$ 1,000	\$ -	\$ 1,000	\$ 565	\$ -	\$ 435	\$ -	\$ 435
Tuition-Out of District Regular	\$ 168,000	\$ -	\$ 168,000	\$ -	\$ -	\$ 168,000	\$ -	\$ 168,000
Tuition - Out of District SPED	\$ 2,284,812	\$ -	\$ 2,284,812	\$ 307,028	\$ 2,266,367	\$ (288,582)	\$ -	\$ (288,582)
Travel/Meetings	\$ 22,000	\$ -	\$ 22,000	\$ 4,107	\$ 5,000	\$ 12,893	\$ -	\$ 12,893
Total Other Purchased Services	\$ 4,139,064	\$ -	\$ 4,139,064	\$ 462,143	\$ 3,712,305	\$ (35,383)	\$ -	\$ (35,383)
Instructional/General Supplies	\$ 41,610	\$ -	\$ 41,610	\$ 3,345	\$ 13,258	\$ 25,006	\$ -	\$ 25,006
Interscholastic Athletics	\$ 97,247	\$ -	\$ 97,247	\$ 1,443	\$ 10,032	\$ 85,772	\$ -	\$ 85,772
Licensing/Software Maintenance	\$ 169,050	\$ -	\$ 169,050	\$ 35,386	\$ 28,886	\$ 104,778	\$ -	\$ 104,778
Office Supplies	\$ 15,325	\$ -	\$ 15,325	\$ 1,610	\$ 3,373	\$ 10,342	\$ -	\$ 10,342
Postage/Mailings	\$ 12,239	\$ -	\$ 12,239	\$ 1,322	\$ 1,624	\$ 9,293	\$ -	\$ 9,293
Custodial/Maintenance Supplies	\$ 132,935	\$ -	\$ 132,935	\$ 12,423	\$ 12,255	\$ 108,257	\$ -	\$ 108,257
School Health Supplies	\$ 6,425	\$ -	\$ 6,425	\$ 1,883	\$ 975	\$ 3,567	\$ -	\$ 3,567
Heating Oil	\$ 87,750	\$ -	\$ 87,750	\$ -	\$ 87,750	\$ -	\$ -	\$ -
Textbooks	\$ 13,005	\$ -	\$ 13,005	\$ 261	\$ 708	\$ 12,036	\$ -	\$ 12,036
Library/AV Books and Supplies	\$ 3,200	\$ -	\$ 3,200	\$ (2,014)	\$ 351	\$ 4,863	\$ -	\$ 4,863
Total Supplies and Materials	\$ 578,785	\$ -	\$ 578,785	\$ 55,659	\$ 159,213	\$ 363,914	\$ -	\$ 363,914

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OBJECT & ACCOUNT DESCRIPTION	BUDGET 2018 - 2019	TRANSFERS 2018 - 2019	ADJ BUDGET 2018 - 2019	EXPENDITURES 2018 - 2019	ENCUMBERED 2018 - 2019	BALANCE 2018 - 2019	ESTIMATED ADJUSTMENTS	PROJECTED YEAR-END
New Equipment - Instructional	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 498	\$ 1,002	\$ -	\$ 1,002
New Equipment - Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Equipment - Instructional	\$ 1,650	\$ -	\$ 1,650	\$ -	\$ 539	\$ 1,111	\$ -	\$ 1,111
Replace Equipment - Support	\$ 26,350	\$ -	\$ 26,350	\$ 3,156	\$ 727	\$ 22,466	\$ -	\$ 22,466
Security Enhancements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Equipment	\$ 29,500	\$ -	\$ 29,500	\$ 3,156	\$ 1,765	\$ 24,579	\$ -	\$ 24,579
Dues and Fees	\$ 33,500	\$ -	\$ 33,500	\$ 21,599	\$ 250	\$ 11,651	\$ -	\$ 11,651
Other Objects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Dues and Fees	\$ 33,500	\$ -	\$ 33,500	\$ 21,599	\$ 250	\$ 11,651	\$ -	\$ 11,651
TOTAL ADOPTED BUDGET	\$ 18,616,606	\$ -	\$ 18,616,606	\$ 2,376,219	\$ 14,518,760	\$ 1,721,627	\$ -	\$ 1,721,627
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City - unemployment/WC							\$ -	\$ 7,608
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						\$ -	\$ -	\$ -
TOTAL FINANCIAL REPORT	\$ 18,616,606	\$ -	\$ 18,616,606	\$ 2,376,219	\$ 14,518,760	\$ 1,721,627	\$ -	\$ 1,729,235

Derby Public Schools
Monthly Financial Report - September 2018

October 5, 2018

GRANT DESCRIPTION	GRANT AWARD	GRANT CASH RECEIVED	EXPENDITURE	ENCUMBERED	AVAILABLE BALANCE	ESTIMATED ADJUSTMENT	YEAR END BALANCES
STATE OF CT GRANTS							
Adult Education	\$ 128,626	\$ 85,751	\$ 85,751	\$ -	\$ 42,875	\$ -	\$ 42,875
School Readiness	\$ 121,813	\$ 20,786	\$ -	\$ 121,813	\$ -	\$ -	\$ -
Alliance	\$ 1,218,472	\$ -	\$ 82,340	\$ 679,473	\$ 456,659	\$ -	\$ 456,659
Alliance C-0	\$ 79,785	\$ -	\$ -	\$ 225	\$ 79,560	\$ -	\$ 79,560
PSD	\$ 619,185	\$ -	\$ 51,378	\$ 252,097	\$ 315,710	\$ -	\$ 315,710
PSD C-O	\$ 245,678	\$ -	\$ 1,510	\$ -	\$ 244,168	\$ -	\$ 244,168
Summer School	\$ 30,286	\$ -	\$ 188	\$ -	\$ 30,098	\$ -	\$ 30,098
Summer School C-O	\$ 87,989	\$ -	\$ -	\$ 88,134	\$ (145)	\$ -	\$ (145)
AD After School C-O	\$ 7,361	\$ -	\$ -	\$ -	\$ 7,361	\$ -	\$ 7,361
Alliance Building Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PDG	\$ 491,531	\$ 45,000	\$ 42,748	\$ 346,627	\$ 102,156	\$ -	\$ 102,156
Smart Start	\$ 150,000	\$ -	\$ 16,816	\$ 134,832	\$ (1,649)	\$ -	\$ (1,649)
After School	\$ 14,804	\$ -	\$ -	\$ -	\$ 14,804	\$ -	\$ 14,804
In Service Training Competitive	\$ 3,881	\$ -	\$ -	\$ -	\$ 3,881	\$ -	\$ 3,881
FEDERAL GRANTS							
Title I Improving Basic Education	\$ 523,104	\$ 35,000	\$ 27,573	\$ 410,823	\$ 84,709	\$ -	\$ 84,709
Title I Improve Educ. C-O	\$ 69,745	\$ -	\$ -	\$ -	\$ 69,745	\$ -	\$ 69,745
Title I Improving Basic Education - 1003a C-O	\$ 87,989	\$ -	\$ 12,773	\$ 88,134	\$ (12,918)	\$ -	\$ (12,918)
Title I Improving Basic Education - 1003a	\$ 51,547	\$ 28,000	\$ 4,945	\$ -	\$ 46,603	\$ -	\$ 46,603
Title II Part A Teachers	\$ 73,737	\$ -	\$ -	\$ -	\$ 73,737	\$ -	\$ 73,737
Title II Part A Teachers C-O	\$ 1,727	\$ -	\$ -	\$ -	\$ 1,727	\$ -	\$ 1,727
Title III English Language	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Title IV - Student Support & Enrichment	\$ -	\$ -	\$ 342	\$ -	\$ (342)	\$ -	\$ (342)
IDEA Part B - Section 611	\$ 342,340	\$ 40,340	\$ 29,821	\$ 219,481	\$ 93,038	\$ -	\$ 93,038
IDEA Part B - Section 611 C-O	\$ 34,681	\$ 1,500	\$ -	\$ 895	\$ 33,786	\$ -	\$ 33,786
IDEA Pre School	\$ 14,211	\$ -	\$ 3,763	\$ 43,232	\$ (32,784)	\$ -	\$ (32,784)
IDEA Pre School C-O	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
National School Lunch Pgm Equip Assist	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000
Carl Perkins	\$ -	\$ 1,905	\$ 325	\$ 25	\$ (350)	\$ -	\$ (350)
Carl Perkins - Supplemental Grant (AMC)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FEDERAL/STATE GRANTS	\$ 4,413,495	\$ 258,282	\$ 360,272	\$ 2,385,791	\$ 1,667,431	\$ -	\$ 1,667,431

* Grants so-marked have not been awarded

Note: CO denotes carryover funding from the prior year