



Derby Public Schools Business Manager's Report February 18, 2016

This financial detail provides the operating budget information for the month ending January 31, 2016 as follows:

<u>Line</u>	<u>Description</u>	<u>Proj. Balance</u>
100	Salaries (Certified and Non-Certified)	\$ 169,748
200	Benefits	\$ 14,486
300	Professional Services	\$ 76,204
400	Property Services	\$ (0)
500	Other Purchased Services	\$ (240,384)
600	Supplies and Materials	\$ (0)
700	Equipment	\$ (359)
800	Dues and Fees	\$ 0
Operating Financial Report		<u><u>\$19,696</u></u>

Operating Budget Major Variance Drivers

100 SALARIES – encumbrances have been revised based on current staffing.

200 BENEFITS – as reported; City to pay unemployment.

300 PROFESSIONAL SERVICES – as reported

400 PROPERTY SERVICES – as reported

500 OTHER PURCHASED SERVICES – expenses/encumbrance reflect current SPED students; anticipated excess cost funds will provide offset

600 SUPPLIES & MATERIALS – in the process of spending down

700 EQUIPMENT – as reported

800 DUES & FEES – as reported

State and Federal Grants Summary FY15 – FY16

Total Federal/State Grants	<u>Projected Balance</u> \$920,940
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Derby has received grants for such purposes Title I, Title III, Special Education (IDEA), School Readiness, Alliance & Priority School District, Pre-School Development 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.

Other information:

1. Smart Start grant: was submitted in October (salaries and operating expenses)
2. DAS Grant: opportunity for award of \$1.25M for school building general improvement. Multi-phased application process – current submission (1/26/16) includes replacement of cafeteria equipment (DHS), windows and doors (DHS and Bradley) and security cameras (Bradley and Irving).
3. Summer School grant: application submitted on 8/31/15 (\$34,189); funds expected to be awarded by end of February.
4. American Honda Foundation grant: Connie Condon is preparing the application; purpose is “to meet the needs of American society in the areas of youth and scientific education by awarding grants to nonprofits, while strategically assisting communities in deriving long-term benefits.” The grant range is from \$20,000 to \$75,000 over a one-year period.
5. Technology grant: submitted on 7/10/15 (\$31,800) – release of funds was approved at January bond commission meeting.
6. Inter-town Capital Equipment Purchasing Incentive (ICE) Program: food service van is on order; backlog of production orders has delayed delivery to late March/early April.
7. Low Performing Schools: funds will be provided for alterations, repairs, improvements, technology and equipment in the schools. Derby is eligible for \$250K; application is due 1/29/16.

Budget Transfer

- It is requested the Board approve a budget transfer; moving balance of funds (\$11,830) from Athletic Trainer payroll to AT non-payroll account.

Financial Summary

It is recommended that the Derby Board of Education approve the January 31, 2016 financial statement information and review of expenditures; also approve the requested budget transfer.

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 2015-2016
- 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 items of interest

- Medicaid: district is working with CompuClaim to recoup costs for SPED students
- Athletic Trainer: contract has been signed; Select PT is conducting interviews. Trainer room in DHS gymnasium is being prepared.
- Athletic Field application: see Dr. Conway update

Food Services Summary FY15 – FY16

PROFIT & LOSS STATEMENT YTD 1/31/16

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	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Revenue	\$3,473.12	6.2%	\$70,998.60	22.0%
Revenue - Mealpay	\$0.00	0.0%	\$20,554.46	6.4%
Government - NSL	\$38,716.86	68.9%	\$172,661.70	53.4%
Government - Breakfast	\$12,873.16	22.9%	\$55,811.48	17.3%
Government - Snacks	\$1,088.64	1.9%	\$3,102.12	1.0%
Catering Income	\$76.41	0.1%	\$265.41	0.1%
Total Income	<u>\$56,228.19</u>	<u>100.0%</u>	<u>\$323,393.77</u>	<u>100.0%</u>
Cost of Sales				
Food Purchases	\$10,847.45	19.3%	\$207,151.32	64.1%
Beverage Purchases	\$384.59	0.7%	\$18,304.97	5.7%
Paper Supplies	\$633.03	1.1%	\$15,013.37	4.6%
Total Cost of Sales	<u>\$11,865.07</u>	<u>21.1%</u>	<u>\$240,469.66</u>	<u>74.4%</u>
Gross Profit	<u>\$44,363.12</u>	<u>78.9%</u>	<u>\$82,924.11</u>	<u>25.6%</u>
Expenses				
Purchases	\$0.00	0.0%	\$459.80	0.1%
Rental	\$0.00	0.0%	\$4,914.49	1.5%
Office Supplies	\$0.00	0.0%	\$759.72	0.2%
Repairs				
Repairs	\$0.00	0.0%	\$6,199.28	1.9%
Student Rebate	\$67.09	0.1%	(\$7,302.92)	(2.3%)
Laundry and Cleaning	\$0.00	0.0%	\$1,434.53	0.4%
Banking Debits	\$0.00	0.0%	\$60.00	0.0%
Payroll				
Wages	\$0.00	0.0%	\$124,894.63	38.6%
Postage	\$49.00	0.1%	\$177.47	0.1%
Computer Expenses	\$0.00	0.0%	\$1,806.00	0.6%
Total Expenses	<u>\$116.09</u>	<u>0.2%</u>	<u>\$133,403.00</u>	<u>41.3%</u>
Operating Profit	<u>\$44,247.03</u>	<u>78.7%</u>	<u>(\$50,478.89)</u>	<u>(15.6%)</u>
Other Income				
Other Expenses				
Prior Period Expense	\$0.00	0.0%	\$21,239.51	6.6%
Total Other Expenses	<u>\$0.00</u>	<u>0.0%</u>	<u>\$21,239.51</u>	<u>6.6%</u>
Net Profit / (Loss)	<u>\$44,247.03</u>	<u>78.7%</u>	<u>(\$71,718.40)</u>	<u>(22.2%)</u>

Mark G. Izzo

2/18/16

Derby Public Schools
Monthly Financial Report

January 2016 Data

OBJECT & ACCOUNT DESCRIPTION	BUDGET 2015 - 2016	TRANSFERS 2015 - 2016	ADJ BUDGET 2015 - 2016	EXPENDITURES 2015 - 2016	ENCUMBERED 2015 - 2016	BALANCE 2015 - 2016	ESTIMATED ADJUSTMENTS	PROJECTED YEAR-END
Central Administration	\$ 272,675	\$ -	\$ 272,675	\$ 168,402	\$ 114,367	\$ (10,094)	\$ -	\$ (10,094)
SchoolPrincipals/Directors	\$ 873,226	\$ -	\$ 873,226	\$ 473,666	\$ 341,332	\$ 58,228	\$ -	\$ 58,228
Teachers - Regular	\$ 6,164,435	\$ -	\$ 6,164,435	\$ 2,928,014	\$ 3,278,902	\$ (42,480)	\$ -	\$ (42,480)
Teachers Substitutes	\$ -	\$ -	\$ -	\$ 25,258	\$ -	\$ (25,258)	\$ -	\$ (25,258)
Teachers - Special Education	\$ 718,445	\$ -	\$ 718,445	\$ 350,701	\$ 377,858	\$ (10,114)	\$ -	\$ (10,114)
Pupil Services	\$ 782,354	\$ (88,601)	\$ 693,753	\$ 321,604	\$ 318,950	\$ 53,199	\$ -	\$ 53,199
Library/Media	\$ 73,569	\$ -	\$ 73,569	\$ 9,493	\$ 64,076	\$ -	\$ -	\$ -
Retirement	\$ 120,000	\$ -	\$ 120,000	\$ 78,629	\$ -	\$ 41,371	\$ -	\$ 41,371
Sub-Total Certified Salaries	\$ 9,004,704	\$ (88,601)	\$ 8,916,103	\$ 4,355,766	\$ 4,495,485	\$ 64,852	\$ -	\$ 64,852
Secretaries, Clerical	\$ 506,210	\$ (8,000)	\$ 498,210	\$ 236,666	\$ 247,902	\$ 13,642	\$ -	\$ 13,642
Technology	\$ 88,560	\$ -	\$ 88,560	\$ 65,535	\$ 40,420	\$ (17,395)	\$ -	\$ (17,395)
Custodians/Facilities	\$ 681,427	\$ -	\$ 681,427	\$ 444,217	\$ 239,699	\$ (2,489)	\$ -	\$ (2,489)
Nurses	\$ 181,197	\$ -	\$ 181,197	\$ 108,441	\$ 85,961	\$ (13,204)	\$ -	\$ (13,204)
Paraprofessionals	\$ 81,353	\$ -	\$ 81,353	\$ 24,659	\$ 22,220	\$ 34,474	\$ -	\$ 34,474
Spec. Educ.Paraprofess/Tutors	\$ 850,730	\$ 18,300	\$ 869,030	\$ 403,912	\$ 420,401	\$ 44,717	\$ -	\$ 44,717
Coaching/Extra Curr. Stipends	\$ 157,629	\$ -	\$ 157,629	\$ 73,741	\$ -	\$ 83,888	\$ 83,888	\$ (0)
Security	\$ 60,859	\$ -	\$ 60,859	\$ 11,393	\$ -	\$ 49,466	\$ 12,000	\$ 37,466
Salaries, Miscellaneous	\$ 54,822	\$ 4,284	\$ 59,106	\$ 28,063	\$ 23,357	\$ 7,685	\$ -	\$ 7,685
Sub-Total Non-Certified Salaries	\$ 2,662,787	\$ 14,584	\$ 2,677,371	\$ 1,396,625	\$ 1,079,961	\$ 200,785	\$ 95,888	\$ 104,897
Total Salaries	\$ 11,667,491	\$ (74,017)	\$ 11,593,474	\$ 5,752,391	\$ 5,575,446	\$ 265,636	\$ 95,888	\$ 169,748
FICA	\$ 425,000	\$ -	\$ 425,000	\$ 215,497	\$ -	\$ 209,503	\$ 209,503	\$ 0
Medical Insurance	\$ 22,000	\$ -	\$ 22,000	\$ 1,703	\$ 420	\$ 19,877	\$ 3,000	\$ 16,877
Life Insurance	\$ 15,000	\$ -	\$ 15,000	\$ 12,275	\$ 2,681	\$ 44	\$ -	\$ 44
Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unemployment Compensation	\$ 20,000	\$ -	\$ 20,000	\$ 21,034	\$ -	\$ (1,034)	\$ (21,034)	\$ 20,000
Other Employee Benefits	\$ -	\$ -	\$ -	\$ 22,435	\$ -	\$ (22,435)	\$ -	\$ (22,435)
Total Benefits	\$ 482,000	\$ -	\$ 482,000	\$ 272,944	\$ 3,101	\$ 205,955	\$ 191,469	\$ 14,486

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OBJECT & ACCOUNT DESCRIPTION	BUDGET 2015 - TRANSFERS		ADJ BUDGET 2015 - 2016	EXPENDITURES 2015 - 2016	ENCUMBERED 2015 - 2016	BALANCE 2015 -		ESTIMATED ADJUSTMENTS	PROJECTED YEAR-END
	2016	2015 - 2016				2016	2016		
Adult Education	\$ 106,929	\$ -	\$ 106,929	\$ 105,678	\$ -	\$ 1,251	\$ -	\$ 1,251	
Homebound/Tutors	\$ 43,919	\$ -	\$ 43,919	\$ 9,842	\$ 34,078	\$ (1)	\$ -	\$ (1)	
Professional Development	\$ 13,000	\$ -	\$ 13,000	\$ 23,900	\$ 473	\$ (11,373)	\$ (15,000)	\$ 3,627	
Intern Program	\$ 64,050	\$ (18,300)	\$ 45,750	\$ 7,755	\$ -	\$ 37,995	\$ -	\$ 37,995	
Pupil Services	\$ 48,000	\$ 84,887	\$ 132,887	\$ 54,367	\$ 50,045	\$ 28,476	\$ -	\$ 28,476	
Audit/Legal Services	\$ 65,000	\$ -	\$ 65,000	\$ 59,615	\$ 15,707	\$ (10,322)	\$ 35,000	\$ (45,322)	
Other Purchased Services	\$ 218,312	\$ 2,500	\$ 220,812	\$ 174,722	\$ 54,911	\$ (8,821)	\$ (59,000)	\$ 50,179	
School Physician	\$ 11,285	\$ -	\$ 11,285	\$ 5,500	\$ 5,785	\$ -	\$ -	\$ -	
Total Professional Services	\$ 570,495	\$ 69,087	\$ 639,582	\$ 441,379	\$ 160,999	\$ 37,204	\$ (39,000)	\$ 76,204	
Water,Electricity, Natural Gas	\$ 610,500	\$ -	\$ 610,500	\$ 228,294	\$ 382,206	\$ -	\$ -	\$ -	
Repairs Instructional	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contracted Services Office	\$ 4,140	\$ -	\$ 4,140	\$ -	\$ -	\$ 4,140	\$ 4,140	\$ -	
Repairs Maintenance of Buildings	\$ 303,775	\$ -	\$ 303,775	\$ 207,689	\$ 6,434	\$ 89,652	\$ 89,217	\$ 435	
Lease/Rentals	\$ 70,000	\$ (2,500)	\$ 67,500	\$ 48,821	\$ 19,114	\$ (435)	\$ -	\$ (435)	
Total Property Services	\$ 988,415	\$ (2,500)	\$ 985,915	\$ 484,804	\$ 407,754	\$ 93,357	\$ 93,357	\$ (0)	
Pupil Transportation-Regular,504	\$ 560,560	\$ -	\$ 560,560	\$ 325,772	\$ 234,788	\$ -	\$ -	\$ -	
Pupil Transportation - Spec. Educ.	\$ 377,251	\$ -	\$ 377,251	\$ 235,228	\$ 224,218	\$ (82,195)	\$ -	\$ (82,195)	
Transportation-Fuel	\$ 69,500	\$ -	\$ 69,500	\$ 38,322	\$ 31,178	\$ -	\$ -	\$ -	
Voc-Educ. Transportation	\$ 16,965	\$ -	\$ 16,965	\$ 3,575	\$ -	\$ 13,390	\$ -	\$ 13,390	
Athletic/Student Act. Transport.	\$ 58,917	\$ -	\$ 58,917	\$ 14,736	\$ 36,954	\$ 7,227	\$ -	\$ 7,227	
Insurance-General Liability	\$ 8,000	\$ -	\$ 8,000	\$ 6,680	\$ -	\$ 1,320	\$ -	\$ 1,320	
Communication Services	\$ 227,000	\$ -	\$ 227,000	\$ 92,383	\$ 124,844	\$ 9,774	\$ -	\$ 9,774	
Advertising	\$ 1,000	\$ -	\$ 1,000	\$ 520	\$ -	\$ 480	\$ -	\$ 480	
Tuition-Out of District Regular	\$ 90,600	\$ -	\$ 90,600	\$ 101,983	\$ 41,083	\$ (52,466)	\$ -	\$ (52,466)	
Tuition - Out of District SPED	\$ 1,305,730	\$ -	\$ 1,305,730	\$ 697,835	\$ 650,741	\$ (42,845)	\$ 95,000	\$ (137,845)	
Travel/Meetings	\$ 12,500	\$ -	\$ 12,500	\$ 11,069	\$ 1,499	\$ (68)	\$ -	\$ (68)	
Total Other Purchased Services	\$ 2,728,023	\$ -	\$ 2,728,023	\$ 1,528,102	\$ 1,345,304	\$ (145,384)	\$ 95,000	\$ (240,384)	
Instructional/General Supplies	\$ 61,262	\$ 7,430	\$ 68,692	\$ 33,180	\$ 6,602	\$ 28,910	\$ 28,910	\$ -	
Interscholastic Athletics	\$ 90,627	\$ -	\$ 90,627	\$ 50,190	\$ 11,335	\$ 29,101	\$ 29,101	\$ -	
Licensing/Software Maintenance	\$ 179,100	\$ -	\$ 179,100	\$ 111,506	\$ 43	\$ 67,551	\$ 67,551	\$ -	
Office Supplies	\$ 26,720	\$ 1,000	\$ 27,720	\$ 16,318	\$ 7,431	\$ 3,971	\$ 3,971	\$ -	
Postage/Mailings	\$ 10,429	\$ -	\$ 10,429	\$ 5,394	\$ 1,805	\$ 3,231	\$ 3,231	\$ -	
Custodial/Maintenance Supplies	\$ 166,169	\$ -	\$ 166,169	\$ 97,351	\$ 24,262	\$ 44,556	\$ 44,556	\$ -	
School Health Supplies	\$ 6,050	\$ -	\$ 6,050	\$ 3,019	\$ 248	\$ 2,783	\$ 2,783	\$ -	
Heating Oil	\$ 102,000	\$ -	\$ 102,000	\$ 27,982	\$ 74,018	\$ -	\$ -	\$ -	
Textbooks	\$ 12,730	\$ (1,000)	\$ 11,730	\$ 2,198	\$ 129	\$ 9,403	\$ 9,403	\$ (0)	
Library/AV Books and Supplies	\$ 2,100	\$ -	\$ 2,100	\$ 1,103	\$ 280	\$ 717	\$ 717	\$ (0)	
Total Supplies and Materials	\$ 657,187	\$ 7,430	\$ 664,617	\$ 348,243	\$ 126,152	\$ 190,223	\$ 190,223	\$ (0)	

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OBJECT & ACCOUNT DESCRIPTION	BUDGET 2015 - TRANSFERS		ADJ BUDGET	EXPENDITURES	ENCUMBERED	BALANCE 2015 -	ESTIMATED	PROJECTED
	2016	2015 - 2016	2015 - 2016	2015 - 2016	2015 - 2016	2016	ADJUSTMENTS	YEAR-END
New Equipment - Instructional	\$ 52,075	\$ -	\$ 52,075	\$ 18,492	\$ 31,840	\$ 1,743	\$ 1,743	\$ (0)
New Equipment - Support	\$ -	\$ -	\$ -	\$ 24	\$ -	\$ (24)	\$ -	\$ (24)
Replace Equipment - Instructional	\$ 6,950	\$ -	\$ 6,950	\$ 253	\$ 359	\$ 6,338	\$ 6,697	\$ (359)
Replace Equipment - Support	\$ 36,850	\$ -	\$ 36,850	\$ 20,665	\$ 907	\$ 15,278	\$ 15,253	\$ 25
Security Enhancements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Equipment	\$ 95,875	\$ -	\$ 95,875	\$ 39,434	\$ 33,106	\$ 23,334	\$ 23,693	\$ (359)
Dues and Fees	\$ 31,000	\$ -	\$ 31,000	\$ 24,405	\$ 195	\$ 6,400	\$ 6,400	\$ 0
Other Objects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Dues and Fees	\$ 31,000	\$ -	\$ 31,000	\$ 24,405	\$ 195	\$ 6,400	\$ 6,400	\$ 0
TOTAL ADOPTED BUDGET	\$ 17,220,486	\$ -	\$ 17,220,486	\$ 8,891,703	\$ 7,652,057	\$ 676,726	\$ 657,030	\$ 19,696
Security Grants								
Excess Cost Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Clearing Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FINANCIAL REPORT		\$ -	\$ 17,220,486	\$ 8,891,703	\$ 7,652,057	\$ 676,726	\$ 657,030	\$ 19,696

Derby Public Schools
Monthly Financial Report

January 2016 Data

GRANT DESCRIPTION	GRANT AWARD	GRANT CASH RECEIVED	EXPENDITURE	ENCUMBERED	AVAILABLE BALANCE	ESTIMATED ADJUSTMENT	YEAR END BALANCES
STATE OF CT GRANTS							
Adult Education	\$ 124,476	\$ 82,984	\$ -	\$ 124,476	\$ -		\$ -
School Security / DHS Redesign	\$ 60,884	\$ 60,884	\$ 21,048	\$ 4,191	\$ 35,644		\$ 35,644
School Readiness	\$ 141,012	\$ 60,869	\$ 48,338	\$ 67,674	\$ 25,000		\$ 25,000
Alliance	\$ 1,135,825	\$ 1,000,000	\$ 732,245	\$ 513,358	\$ (109,778)	\$ (54,000)	\$ (55,778)
PSD	\$ 477,456	\$ 400,000	\$ 10,495	\$ -	\$ 466,961		\$ 466,961
After School	\$ 30,582	\$ 15,000	\$ -	\$ -	\$ 30,582		\$ 30,582
In Service Training Competitive	\$ 3,881	\$ 2,800	\$ -	\$ -	\$ 3,881		\$ 3,881
PDG	\$ 466,391	\$ 300,000	\$ 134,313	\$ 188,391	\$ 143,687		\$ 143,687
FEDERAL GRANTS							
Title I Improving Basic Education	\$ 536,451	\$ 300,000	\$ 171,418	\$ 238,574	\$ 126,459		\$ 126,459
Title I Improve Educ. C-O	\$ 36,146	\$ 36,146	\$ 303	\$ 515	\$ 35,327		\$ 35,327
Title II Part A Teachers	\$ 59,336	\$ 59,336	\$ 2,047	\$ 2,865	\$ 54,424		\$ 54,424
Title II Part A Teachers C-O	\$ 4,046	\$ 4,046	\$ 4,015	\$ 31	\$ (0)		\$ (0)
Title III English Language	\$ 11,357	\$ 2,000	\$ -	\$ -	\$ 11,357	\$ -	\$ 11,357
IDEA Part B - Section 611	\$ 326,365	\$ 275,000	\$ 252,192	\$ 138,164	\$ (63,991)	\$ (63,991)	\$ (0)
IDEA Part B - Section 611 C-O	\$ 3,487	\$ 3,487	\$ -	\$ -	\$ 3,487		\$ 3,487
IDEA Pre School	\$ 15,165	\$ 12,000	\$ 329	\$ -	\$ 14,836		\$ 14,836
IDEA Pre School C-O	\$ 748	\$ 748	\$ 105	\$ -	\$ 643		\$ 643
Carl Perkins	\$ 24,430	\$ 10,000	\$ -	\$ -	\$ 24,430		\$ 24,430
TOTAL FEDERAL/STATE GRANTS	\$ 3,458,038	\$ 2,625,300	\$ 1,376,848	\$ 1,278,240	\$ 802,949	\$ (117,991)	\$ 920,940

* Grants so-marked have not been awarded

Note: CO denotes carryover funding from the prior year