



Derby Public Schools Business Manager's Report November 9, 2017

This financial detail provides the operating budget information for the month ending October 31, 2017 as follows:

<u>Line</u>	<u>Description</u>	<u>Proj. Balance</u>
100	Salaries (Certified and Non-Certified)	\$300,998
200	Benefits	(\$1,875)
300	Professional Services	\$136,020
400	Property Services	\$141,767
500	Other Purchased Services	\$309,773
600	Supplies and Materials	\$388,643
700	Equipment	\$22,710
800	Dues and Fees	\$5,314
	Operating Financial Report	<u>\$1,303,350</u>

Operating Budget Major Variance Drivers

100 SALARIES – as reported

200 BENEFITS – as reported

300 PROFESSIONAL SERVICES – establishing pupil services purchase orders

400 PROPERTY SERVICES – as reported

500 OTHER PURCHASED SERVICES – establishing purchase orders for balance of SPED transportation and tuition

600 SUPPLIES & MATERIALS – orders for instructional supplies in process

700 EQUIPMENT – as reported

800 DUES & FEES – as reported

State and Federal Grants Summary FY17 – FY18

Total Federal/State Grants	<u>Projected Balance</u> \$(70,661)
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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.

Noteworthy grant information:

- Alliance/PSD: FY18 allocations pending - October ECS payment to city (\$1.975M) included Alliance funds.
- FY17 Building Improvement grant: application request for \$580K – grant awarded - majority of funds for completion of DHS windows. Awaiting input on release of funds by Bond Commission (next meeting 12/8; last 6 meetings have been cancelled)
- School Security grant (Round 3): submitted application package 9/29 – total of \$175K with City commitment to fund \$45K. Awaiting decision.
- Consolidated (Title I/II) grant application submitted and approved (\$597K)
- ESL (Title III) grant application submitted and approved (\$8K)
- Received notification of new grant application for Title IV, Part A funds – Student Support and Academic Enrichment. Available funding of \$10K; deadline for submittal is 11/22.

Financial Summary

It is recommended that the Derby Board of Education approve the October 2017 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 2017-2018
- 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 audit: all requested data has been provided to auditor; audit must be completed by 12/31/17
- Planning ahead for the FY19 budget – draft schedule for consideration:

Initial Budget Committee meeting	11/27/17 (Monday @ 5:30PM)
Initial meeting with administrators	12/18-22
Budget Committee meeting	1/12/18 (Friday @ 3PM)
Initial budgets out to administrators	1/22
Administrator budget reviews w/Matt & Mark	2/1 – 2/9
Budget committee meeting	2/2 (Friday @ 3PM)
Final draft budget prep	2/5 – 2/23
Budget presented to BOE @ COW	3/6?
Final budget iterations	3/7-12
Budget committee meeting	3/12 (Monday @ 5PM)
Budget presented to BOE; vote	3/15
BOE budget to City Hall	3/29 (tentative)

Derby Food Service		
Statement of Activity		
October 2017		
	Total	
	Oct 2017	Jul - Oct, 2017 (YTD)
Revenue		
Income		
Catering Income	476.58	7,268.58
Government-Breakfast	16,049.92	35,190.36
Government-Snacks	2,176.24	4,512.70
Matching Funds	11,576.00	15,338.00
Revenue	53,205.58	118,547.79
Revenue-Mealpay	8,095.37	16,355.65
Total Income	\$ 91,579.69	\$ 197,213.08
Total Revenue	\$ 91,579.69	\$ 197,213.08
Cost of Goods Sold		
Cost of Goods Sold		
Beverage Purchases	2,990.02	8,775.71
Food Purchases	32,167.68	89,573.14
Paper Supplies	2,077.59	7,630.08
Total Cost of Goods Sold	\$ 37,235.29	\$ 105,978.93
Total Cost of Goods Sold	\$ 37,235.29	\$ 105,978.93
Gross Profit	\$ 54,344.40	\$ 91,234.15
Expenditures		
Computer Expense		15,459.14
Laundry and Cleaning		588.95
Office Supplies		106.97
Other Business Expenses	60.00	60.00
Outside Services		543.75
Payroll		
Salaries & Wages	34,146.41	79,130.24
Total Payroll	\$ 34,146.41	\$ 79,130.24
Purchases		2,521.71
Repairs & Maintenance	125.00	125.00
Student Rebate		9.00
Total Expenditures	\$ 34,331.41	\$ 98,544.76
Net Operating Revenue	\$ 20,012.99	-\$ 7,310.61
Net Revenue	\$ 20,012.99	-\$ 7,310.61
Adjustment - capital expense		\$ 15,459.14
		\$ 8,148.53

Bank account balance 11/8/17

\$ 143,467

Respectfully submitted,

Mark G. Izzo

11/9/17

Derby Public Schools
Monthly Financial Report - October 2017

November 1, 2017

OBJECT & ACCOUNT DESCRIPTION	BUDGET 2017 · 2018	TRANSFERS 2017 - 2018	ADJ BUDGET 2017 - 2018	EXPENDITURES 2017 - 2018	ENCUMBERED 2017 - 2018	BALANCE 2017 - 2018	ESTIMATED ADJUSTMENTS	PROJECTED YEAR-END
Central Administration	\$ 308,381	\$ -	\$ 308,381	\$ 91,776	\$ 208,999	\$ 7,606	\$ -	\$ 7,606
School Principals/Directors	\$ 890,415	\$ -	\$ 890,415	\$ 279,697	\$ 611,385	\$ (667)	\$ -	\$ (667)
Teachers - Regular	\$ 6,453,380	\$ (6,500)	\$ 6,446,880	\$ 1,225,892	\$ 5,009,727	\$ 211,260	\$ -	\$ 211,260
Teachers Substitutes	\$ 75,600	\$ (30,600)	\$ 45,000	\$ 3,881	\$ -	\$ 41,119	\$ -	\$ 41,119
Teachers - Special Education	\$ 734,840	\$ -	\$ 734,840	\$ 147,258	\$ 570,450	\$ 17,132	\$ -	\$ 17,132
Pupil Services	\$ 703,096	\$ -	\$ 703,096	\$ 148,363	\$ 560,337	\$ (5,604)	\$ -	\$ (5,604)
Library/Media	\$ 61,396	\$ -	\$ 61,396	\$ 11,911	\$ 49,589	\$ (104)	\$ -	\$ (104)
Retirement	\$ 36,000	\$ -	\$ 36,000	\$ 35,585	\$ -	\$ 416	\$ -	\$ 416
Sub-Total Certified Salaries	\$ 9,263,108	\$ (37,100)	\$ 9,226,008	\$ 1,944,362	\$ 7,010,487	\$ 271,158	\$ -	\$ 271,158
Secretaries, Clerical	\$ 451,253	\$ -	\$ 451,253	\$ 119,988	\$ 328,119	\$ 3,146	\$ -	\$ 3,146
Technology	\$ 94,636	\$ -	\$ 94,636	\$ 29,842	\$ 64,284	\$ 511	\$ -	\$ 511
Custodians/Facilities	\$ 749,658	\$ -	\$ 749,658	\$ 268,193	\$ 463,423	\$ 18,042	\$ 18,042	\$ (0)
Nurses	\$ 190,115	\$ -	\$ 190,115	\$ 38,349	\$ 154,378	\$ (2,612)	\$ -	\$ (2,612)
Paraprofessionals	\$ 25,349	\$ -	\$ 25,349	\$ 5,381	\$ 20,075	\$ (107)	\$ -	\$ (107)
Spec. Educ.Paraprofess/Tutors	\$ 830,961	\$ -	\$ 830,961	\$ 147,307	\$ 656,852	\$ 26,802	\$ -	\$ 26,802
Coaching/Extra Curr. Stipends	\$ 141,889	\$ -	\$ 141,889	\$ 28,289	\$ 9,730	\$ 103,871	\$ 103,871	\$ (1)
Security	\$ 10,597	\$ -	\$ 10,597	\$ 2,214	\$ 30,955	\$ (22,572)	\$ (22,572)	\$ (0)
Salaries, Miscellaneous	\$ 35,141	\$ -	\$ 35,141	\$ 5,826	\$ 27,214	\$ 2,100	\$ -	\$ 2,100
Sub-Total Non-Certified Salaries	\$ 2,529,599	\$ -	\$ 2,529,599	\$ 645,389	\$ 1,755,029	\$ 129,181	\$ 99,341	\$ 29,840
Total Salaries	\$ 11,792,707	\$ (37,100)	\$ 11,755,607	\$ 2,589,751	\$ 8,765,517	\$ 400,339	\$ 99,341	\$ 300,998
FICA	\$ 481,000	\$ -	\$ 481,000	\$ 91,988	\$ -	\$ 389,012	\$ 389,012	\$ (0)
Medical Insurance	\$ 5,000	\$ -	\$ 5,000	\$ 836	\$ 1,695	\$ 2,470	\$ -	\$ 2,470
Life Insurance	\$ 21,000	\$ -	\$ 21,000	\$ 6,443	\$ 8,557	\$ 6,000	\$ -	\$ 6,000
Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unemployment Compensation	\$ -	\$ -	\$ -	\$ 10,409	\$ -	\$ (10,409)	\$ -	\$ (10,409)
Other Employee Benefits	\$ 20,442	\$ -	\$ 20,442	\$ 20,378	\$ -	\$ 65	\$ -	\$ 65
Total Benefits	\$ 527,442	\$ -	\$ 527,442	\$ 130,053	\$ 10,252	\$ 387,137	\$ 389,012	\$ (1,875)

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OBJECT & ACCOUNT DESCRIPTION	BUDGET 2017 - 2018	TRANSFERS 2017 - 2018	ADJ BUDGET 2017 - 2018	EXPENDITURES 2017 - 2018	ENCUMBERED 2017 - 2018	BALANCE 2017 - 2018	ESTIMATED ADJUSTMENTS	PROJECTED YEAR-END
Adult Education	\$ 110,000	\$ -	\$ 110,000	\$ 102,675	\$ -	\$ 7,325	\$ -	\$ 7,325
Homebound/Tutors	\$ 42,881	\$ -	\$ 42,881	\$ 3,473	\$ 17,651	\$ 21,758	\$ -	\$ 21,758
Professional Development	\$ 15,000	\$ -	\$ 15,000	\$ 2,055	\$ 1,975	\$ 10,970	\$ -	\$ 10,970
Intern Program	\$ -	\$ 30,600	\$ 30,600	\$ 15,300	\$ 15,300	\$ -	\$ -	\$ -
Pupil Services	\$ 181,050	\$ -	\$ 181,050	\$ 13,436	\$ 111,433	\$ 56,181	\$ -	\$ 56,181
Audit/Legal Services	\$ 67,000	\$ -	\$ 67,000	\$ -	\$ 55,000	\$ 12,000	\$ -	\$ 12,000
Other Purchased Services	\$ 255,675	\$ -	\$ 255,675	\$ 76,623	\$ 152,565	\$ 26,487	\$ -	\$ 26,487
School Physician	\$ 12,300	\$ -	\$ 12,300	\$ -	\$ 11,000	\$ 1,300	\$ -	\$ 1,300
Total Professional Services	\$ 683,906	\$ 30,600	\$ 714,506	\$ 213,562	\$ 364,924	\$ 136,020	\$ -	\$ 136,020
Water, Electricity, Natural Gas	\$ 536,000	\$ -	\$ 536,000	\$ 120,183	\$ 415,817	\$ -	\$ -	\$ -
Repairs Instructional	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contracted Services Office	\$ 4,140	\$ -	\$ 4,140	\$ -	\$ -	\$ 4,140	\$ -	\$ 4,140
Repairs Maintenance of Buildings	\$ 303,775	\$ -	\$ 303,775	\$ 126,870	\$ 41,928	\$ 134,977	\$ -	\$ 134,977
Lease/Rentals	\$ 74,000	\$ -	\$ 74,000	\$ 30,326	\$ 41,024	\$ 2,650	\$ -	\$ 2,650
Total Property Services	\$ 917,915	\$ -	\$ 917,915	\$ 277,378	\$ 498,770	\$ 141,767	\$ -	\$ 141,767
Pupil Transportation-Regular,504	\$ 699,702	\$ -	\$ 699,702	\$ 142,784	\$ 556,214	\$ 704	\$ -	\$ 704
Pupil Transportation - Spec. Educ.	\$ 501,639	\$ -	\$ 501,639	\$ 79,844	\$ 390,566	\$ 31,229	\$ -	\$ 31,229
Transportation-Fuel	\$ 63,000	\$ -	\$ 63,000	\$ 15,172	\$ 47,828	\$ -	\$ -	\$ -
Voc-Educ. Transportation	\$ 18,000	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000	\$ -	\$ 18,000
Athletic/Student Act. Transport.	\$ 66,198	\$ -	\$ 66,198	\$ 5,905	\$ 50,612	\$ 9,681	\$ -	\$ 9,681
Insurance-General Liability	\$ 7,500	\$ -	\$ 7,500	\$ 5,827	\$ -	\$ 1,673	\$ -	\$ 1,673
Communication Services	\$ 248,050	\$ -	\$ 248,050	\$ 73,028	\$ 172,507	\$ 2,515	\$ -	\$ 2,515
Advertising	\$ 1,000	\$ -	\$ 1,000	\$ 550	\$ -	\$ 450	\$ -	\$ 450
Tuition-Out of District Regular	\$ 151,000	\$ -	\$ 151,000	\$ -	\$ 52,000	\$ 99,000	\$ -	\$ 99,000
Tuition - Out of District SPED	\$ 1,929,564	\$ -	\$ 1,929,564	\$ 387,543	\$ 1,411,356	\$ 130,665	\$ -	\$ 130,665
Travel/Meetings	\$ 22,000	\$ -	\$ 22,000	\$ 4,804	\$ 1,340	\$ 15,856	\$ -	\$ 15,856
Total Other Purchased Services	\$ 3,707,653	\$ -	\$ 3,707,653	\$ 715,457	\$ 2,682,423	\$ 309,773	\$ -	\$ 309,773
Instructional/General Supplies	\$ 73,319	\$ -	\$ 73,319	\$ 18,896	\$ 8,134	\$ 46,289	\$ -	\$ 46,289
Interscholastic Athletics	\$ 129,576	\$ -	\$ 129,576	\$ 14,006	\$ 11,498	\$ 104,072	\$ -	\$ 104,072
Licensing/Software Maintenance	\$ 188,100	\$ -	\$ 188,100	\$ 82,141	\$ 21,093	\$ 84,866	\$ -	\$ 84,866
Office Supplies	\$ 28,650	\$ -	\$ 28,650	\$ 2,958	\$ 8,291	\$ 17,401	\$ -	\$ 17,401
Postage/Mailings	\$ 12,239	\$ -	\$ 12,239	\$ 569	\$ 2,137	\$ 9,533	\$ -	\$ 9,533
Custodial/Maintenance Supplies	\$ 166,169	\$ -	\$ 166,169	\$ 34,654	\$ 16,649	\$ 114,866	\$ -	\$ 114,866
School Health Supplies	\$ 6,425	\$ -	\$ 6,425	\$ 2,467	\$ 210	\$ 3,748	\$ -	\$ 3,748
Heating Oil	\$ 85,000	\$ -	\$ 85,000	\$ -	\$ 85,000	\$ -	\$ -	\$ -
Textbooks	\$ 6,505	\$ 6,500	\$ 13,005	\$ 6,880	\$ 824	\$ 5,301	\$ -	\$ 5,301
Library/AV Books and Supplies	\$ 3,200	\$ -	\$ 3,200	\$ 296	\$ 337	\$ 2,567	\$ -	\$ 2,567
Total Supplies and Materials	\$ 699,183	\$ 6,500	\$ 705,683	\$ 162,866	\$ 154,174	\$ 388,643	\$ -	\$ 388,643

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OBJECT & ACCOUNT DESCRIPTION	BUDGET 2017 · 2018	TRANSFERS 2017 - 2018	ADJ BUDGET 2017 - 2018	EXPENDITURES 2017 - 2018	ENCUMBERED 2017 - 2018	BALANCE 2017 - 2018	ESTIMATED ADJUSTMENTS	PROJECTED YEAR-END
New Equipment - Instructional	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 360	\$ 1,140	\$ -	\$ 1,140
New Equipment - Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Equipment - Instructional	\$ 1,650	\$ -	\$ 1,650	\$ 895	\$ 402	\$ 353	\$ -	\$ 353
Replace Equipment - Support	\$ 26,350	\$ -	\$ 26,350	\$ 4,064	\$ 1,069	\$ 21,216	\$ -	\$ 21,216
Security Enhancements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Equipment	\$ 29,500	\$ -	\$ 29,500	\$ 4,959	\$ 1,831	\$ 22,710	\$ -	\$ 22,710
Dues and Fees	\$ 31,500	\$ -	\$ 31,500	\$ 25,946	\$ 240	\$ 5,314	\$ -	\$ 5,314
Other Objects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Dues and Fees	\$ 31,500	\$ -	\$ 31,500	\$ 25,946	\$ 240	\$ 5,314	\$ -	\$ 5,314
TOTAL ADOPTED BUDGET	\$ 18,389,806	\$ -	\$ 18,389,806	\$ 4,119,973	\$ 12,478,130	\$ 1,791,703	\$ 488,353	\$ 1,303,350
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FINANCIAL REPORT	\$ 18,389,806	\$ -	\$ 18,389,806	\$ 4,119,973	\$ 12,478,130	\$ 1,791,703	\$ 488,353	\$ 1,303,350

Derby Public Schools
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GRANT DESCRIPTION	GRANT AWARD	GRANT CASH RECEIVED	EXPENDITURE	ENCUMBERED	AVAILABLE BALANCE	ESTIMATED ADJUSTMENT	YEAR END BALANCES
STATE OF CT GRANTS							
Adult Education	\$ 127,479	\$ 84,986	\$ 12,402	\$ 115,077	\$ -		\$ -
Summer School	\$ -	\$ -	\$ (1,247)	\$ -	\$ 1,247	\$ 1,247	\$ 0
School Readiness	\$ 121,813	\$ 41,572	\$ 30,452	\$ 91,361	\$ -	\$ -	\$ -
Alliance	\$ -	\$ -	\$ 119,603	\$ 328,830	\$ (448,434)		\$ (448,434)
Alliance C-0	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
PSD	\$ -	\$ -	\$ 44,489	\$ 213,864	\$ (258,353)	\$ -	\$ (258,353)
PDG	\$ 520,997	\$ 200,000	\$ 119,756	\$ 285,029	\$ 116,212	\$ -	\$ 116,212
Smart Start	\$ 150,000	\$ 60,000	\$ 30,283	\$ 109,609	\$ 10,108	\$ -	\$ 10,108
In Service Training Competitive	\$ 3,881	\$ -	\$ -	\$ 3,881	\$ -	\$ -	\$ -
FEDERAL GRANTS							
Title I Improving Basic Education	\$ 523,104	\$ -	\$ 61,350	\$ 351,096	\$ 110,658	\$ -	\$ 110,658
Title I Improve Educ. C-O	\$ 84,475	\$ 84,475	\$ 2,930	\$ 3,417	\$ 78,128		\$ 78,128
Title I Improving Basic Education - 1003a	\$ 199,958	\$ 199,958	\$ 181,936	\$ 91,776	\$ (73,755)	\$ (82,000)	\$ 8,245
Title I Improving Basic Education - 1003a	\$ 224,952	\$ 224,952	\$ -	\$ -	\$ 224,952	\$ 82,000	\$ 142,952
Title II Part A Teachers	\$ 73,737	\$ -	\$ -	\$ -	\$ 73,737	\$ -	\$ 73,737
Title II Part A Teachers C-O	\$ 41	\$ 41	\$ -	\$ -	\$ 41		\$ 41
IDEA Part B - Section 611	\$ 342,340	\$ 115,000	\$ 56,362	\$ 261,039	\$ 24,939	\$ -	\$ 24,939
IDEA Part B - Section 611 C-O	\$ 15,413	\$ 15,413	\$ 185	\$ -	\$ 15,228	\$ -	\$ 15,228
IDEA Pre School	\$ 14,737	\$ 4,000	\$ -	\$ -	\$ 14,737	\$ -	\$ 14,737
IDEA Pre School C-O	\$ 13,883	\$ 13,883	\$ -	\$ -	\$ 13,883		\$ 13,883
Carl Perkins	\$ 27,905	\$ -	\$ -	\$ 647	\$ 27,258		\$ 27,258
Carl Perkins - Supplemental Grant (AMC)	\$ 22,073	\$ 22,073	\$ -	\$ 22,073	\$ -		\$ -
TOTAL FEDERAL/STATE GRANTS	\$ 2,466,787	\$ 1,066,353	\$ 658,501	\$ 1,877,700	\$ (69,414)	\$ 1,247	\$ (70,661)

* Grants so-marked have not been awarded

Note: CO denotes carryover funding from the prior year