



## Derby Public Schools Business Manager's Report October 19, 2017

This financial detail provides the operating budget information for the month ending September 30, 2017 as follows:

<u>Line</u>	<u>Description</u>	<u>Proj. Balance</u>
100	Salaries (Certified and Non-Certified)	\$316,141
200	Benefits	\$24,721
300	Professional Services	\$265,060
400	Property Services	\$187,513
500	Other Purchased Services	\$1,083,376
600	Supplies and Materials	\$417,393
700	Equipment	\$24,530
800	Dues and Fees	\$5,314
	<b>Operating Financial Report</b>	<b><u>\$2,324,048</u></b>

### Operating Budget Major Variance Drivers

**100 SALARIES** – refining encumbrances

**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 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

<b>Total Federal/State Grants</b>	<u>Projected Balance</u> <b>\$(148,703)</b>
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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 outcome of Hartford budget discussions.
- National School Lunch Program – grant awarded for \$19K; funds released and items ordered.
- 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 10/27; last 5 meetings have been cancelled)
- School Security grant (Round 3): submitted application package 9/29 – total of \$175K with City commitment to fund \$45K.
- 1003(a) School Improvement grant: received year #2 award notification - \$224,952; will fund DHS math teachers, interventionists and professional development for FY18
- Consolidated (Title I/II) grant application due 10/20.
- Received notification of new grant application for Title IV, Part A funds – Student Support and Academic Enrichment. Funding ranges from \$10-\$100K based on need and LEA using Title I formula. Deadline for submittal is 11/22.

## **Financial Summary**

***It is recommended that the Derby Board of Education approve the September 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

<b>Derby Food Service</b>		
<b>Statement of Activity</b>		
<b>September 2017</b>		
	<b>Total</b>	
	<b>Sep 2017</b>	<b>Jul - Sep, 2017 (YTD)</b>
<b>Revenue</b>		
<b>Income</b>		
<b>Catering Income</b>	652.00	6,757.00
<b>Government-Breakfast</b>	14,265.73	19,140.44
<b>Government-Snacks</b>	2,001.12	2,336.46
<b>Matching Funds</b>	3,762.00	3,762.00
<b>Revenue</b>	49,703.17	65,342.21
<b>Revenue-Mealpay</b>	7,040.96	8,260.28
<b>Total Income</b>	<b>\$ 77,424.98</b>	<b>\$ 105,598.39</b>
<b>Total Revenue</b>	<b>\$ 77,424.98</b>	<b>\$ 105,598.39</b>
<b>Cost of Goods Sold</b>		
<b>Cost of Goods Sold</b>		
<b>Beverage Purchases</b>	3,611.78	5,785.69
<b>Food Purchases</b>	39,770.96	57,253.66
<b>Paper Supplies</b>	2,771.38	5,552.49
<b>Total Cost of Goods Sold</b>	<b>\$ 46,154.12</b>	<b>\$ 68,591.84</b>
<b>Total Cost of Goods Sold</b>	<b>\$ 46,154.12</b>	<b>\$ 68,591.84</b>
<b>Gross Profit</b>	<b>\$ 31,270.86</b>	<b>\$ 37,006.55</b>
<b>Expenditures</b>		
<b>Computer Expense</b>	8,385.09	15,459.14
<b>Laundry and Cleaning</b>	65.49	588.95
<b>Office Supplies</b>		106.97
<b>Outside Services</b>		543.75
<b>Payroll</b>		
<b>Salaries &amp; Wages</b>	30,020.44	44,983.83
<b>Total Payroll</b>	<b>\$ 30,020.44</b>	<b>\$ 44,983.83</b>
<b>Purchases</b>	925.23	2,521.71
<b>Student Rebate</b>		9.00
<b>Total Expenditures</b>	<b>\$ 39,396.25</b>	<b>\$ 64,213.35</b>
<b>Net Operating Revenue</b>	<b>-\$ 8,125.39</b>	<b>-\$ 27,206.80</b>
<b>Net Revenue</b>	<b>-\$ 8,125.39</b>	<b>-\$ 27,206.80</b>

**Bank account balance 10/12/17**

**\$ 100,807**

Respectfully submitted,

*Mark G. Izzo*

10/19/17

**Derby Public Schools**  
**Monthly Financial Report - September 2017**

October 3, 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	\$ 62,245	\$ 253,848	\$ (7,712)	\$ -	\$ (7,712)
School Principals/Directors	\$ 890,415	\$ -	\$ 890,415	\$ 182,377	\$ 752,556	\$ (44,518)	\$ -	\$ (44,518)
Teachers - Regular	\$ 6,453,380	\$ (6,500)	\$ 6,446,880	\$ 726,933	\$ 5,478,195	\$ 241,753	\$ -	\$ 241,753
Teachers Substitutes	\$ 75,600	\$ (30,600)	\$ 45,000	\$ 1,711	\$ -	\$ 43,289	\$ -	\$ 43,289
Teachers - Special Education	\$ 734,840	\$ -	\$ 734,840	\$ 90,223	\$ 625,879	\$ 18,738	\$ -	\$ 18,738
Pupil Services	\$ 703,096	\$ -	\$ 703,096	\$ 81,202	\$ 665,956	\$ (44,062)	\$ -	\$ (44,062)
Library/Media	\$ 61,396	\$ -	\$ 61,396	\$ 7,084	\$ 54,312	\$ -	\$ -	\$ -
Retirement	\$ 36,000	\$ -	\$ 36,000	\$ 35,585	\$ -	\$ 416	\$ -	\$ 416
<b>Sub-Total Certified Salaries</b>	<b>\$ 9,263,108</b>	<b>\$ (37,100)</b>	<b>\$ 9,226,008</b>	<b>\$ 1,187,359</b>	<b>\$ 7,830,745</b>	<b>\$ 207,904</b>	<b>\$ -</b>	<b>\$ 207,904</b>
Secretaries, Clerical	\$ 451,253	\$ -	\$ 451,253	\$ 81,186	\$ 381,756	\$ (11,689)	\$ -	\$ (11,689)
Technology	\$ 94,636	\$ -	\$ 94,636	\$ 22,147	\$ 78,494	\$ (6,005)	\$ -	\$ (6,005)
Custodians/Facilities	\$ 749,658	\$ -	\$ 749,658	\$ 207,191	\$ 548,808	\$ (6,340)	\$ -	\$ (6,340)
Nurses	\$ 190,115	\$ -	\$ 190,115	\$ 17,370	\$ 176,434	\$ (3,689)	\$ -	\$ (3,689)
Paraprofessionals	\$ 25,349	\$ -	\$ 25,349	\$ 2,903	\$ 23,043	\$ (596)	\$ -	\$ (596)
Spec. Educ.Paraprofess/Tutors	\$ 830,961	\$ -	\$ 830,961	\$ 76,326	\$ 728,400	\$ 26,235	\$ -	\$ 26,235
Coaching/Extra Curr. Stipends	\$ 141,889	\$ -	\$ 141,889	\$ 1,219	\$ 11,055	\$ 129,615	\$ -	\$ 129,615
Security	\$ 10,597	\$ -	\$ 10,597	\$ 6,988	\$ 25,002	\$ (21,394)	\$ -	\$ (21,394)
Salaries, Miscellaneous	\$ 35,141	\$ -	\$ 35,141	\$ 2,673	\$ 30,367	\$ 2,100	\$ -	\$ 2,100
<b>Sub-Total Non-Certified Salaries</b>	<b>\$ 2,529,599</b>	<b>\$ -</b>	<b>\$ 2,529,599</b>	<b>\$ 418,003</b>	<b>\$ 2,003,359</b>	<b>\$ 108,236</b>	<b>\$ -</b>	<b>\$ 108,236</b>
<b>Total Salaries</b>	<b>\$ 11,792,707</b>	<b>\$ (37,100)</b>	<b>\$ 11,755,607</b>	<b>\$ 1,605,362</b>	<b>\$ 9,834,104</b>	<b>\$ 316,141</b>	<b>\$ -</b>	<b>\$ 316,141</b>
FICA	\$ 481,000	\$ -	\$ 481,000	\$ 57,699	\$ -	\$ 423,301	\$ 423,301	\$ (0)
Medical Insurance	\$ 5,000	\$ -	\$ 5,000	\$ 381	\$ 470	\$ 4,150	\$ -	\$ 4,150
Life Insurance	\$ 21,000	\$ -	\$ 21,000	\$ 4,106	\$ 10,894	\$ 6,000	\$ -	\$ 6,000
Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unemployment Compensation	\$ -	\$ -	\$ -	\$ 5,555	\$ -	\$ (5,555)	\$ -	\$ (5,555)
Other Employee Benefits	\$ 20,442	\$ -	\$ 20,442	\$ 315	\$ -	\$ 20,127	\$ -	\$ 20,127
<b>Total Benefits</b>	<b>\$ 527,442</b>	<b>\$ -</b>	<b>\$ 527,442</b>	<b>\$ 68,055</b>	<b>\$ 11,364</b>	<b>\$ 448,022</b>	<b>\$ 423,301</b>	<b>\$ 24,721</b>

**Derby Public Schools**  
**Monthly Financial Report - September 2017**

October 3, 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
Adult Education	\$ 110,000	\$ -	\$ 110,000	\$ 102,675	\$ -	\$ 7,325	\$ -	\$ 7,325
Homebound/Tutors	\$ 42,881	\$ -	\$ 42,881	\$ 1,521	\$ 19,602	\$ 21,758	\$ -	\$ 21,758
Professional Development	\$ 15,000	\$ -	\$ 15,000	\$ 375	\$ 270	\$ 14,355	\$ -	\$ 14,355
Intern Program	\$ -	\$ 30,600	\$ 30,600	\$ -	\$ 30,600	\$ -	\$ -	\$ -
Pupil Services	\$ 181,050	\$ -	\$ 181,050	\$ (3,017)	\$ 2,231	\$ 181,835	\$ -	\$ 181,835
Audit/Legal Services	\$ 67,000	\$ -	\$ 67,000	\$ -	\$ 55,000	\$ 12,000	\$ -	\$ 12,000
Other Purchased Services	\$ 255,675	\$ -	\$ 255,675	\$ 58,261	\$ 170,927	\$ 26,487	\$ -	\$ 26,487
School Physician	\$ 12,300	\$ -	\$ 12,300	\$ -	\$ 11,000	\$ 1,300	\$ -	\$ 1,300
<b>Total Professional Services</b>	<b>\$ 683,906</b>	<b>\$ 30,600</b>	<b>\$ 714,506</b>	<b>\$ 159,815</b>	<b>\$ 289,631</b>	<b>\$ 265,060</b>	<b>\$ -</b>	<b>\$ 265,060</b>
Water, Electricity, Natural Gas	\$ 536,000	\$ -	\$ 536,000	\$ 59,110	\$ 453,890	\$ 23,000	\$ -	\$ 23,000
Repairs Instructional	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contracted Services Office	\$ 4,140	\$ -	\$ 4,140	\$ -	\$ -	\$ 4,140	\$ -	\$ 4,140
Repairs Maintenance of Buildings	\$ 303,775	\$ -	\$ 303,775	\$ 109,498	\$ 36,555	\$ 157,723	\$ -	\$ 157,723
Lease/Rentals	\$ 74,000	\$ -	\$ 74,000	\$ 25,443	\$ 45,907	\$ 2,650	\$ -	\$ 2,650
<b>Total Property Services</b>	<b>\$ 917,915</b>	<b>\$ -</b>	<b>\$ 917,915</b>	<b>\$ 194,050</b>	<b>\$ 536,352</b>	<b>\$ 187,513</b>	<b>\$ -</b>	<b>\$ 187,513</b>
Pupil Transportation-Regular,504	\$ 699,702	\$ -	\$ 699,702	\$ 71,216	\$ -	\$ 628,486	\$ 600,000	\$ 28,486
Pupil Transportation - Spec. Educ.	\$ 501,639	\$ -	\$ 501,639	\$ 18,441	\$ 212,892	\$ 270,306	\$ -	\$ 270,306
Transportation-Fuel	\$ 63,000	\$ -	\$ 63,000	\$ 6,837	\$ 56,163	\$ -	\$ -	\$ -
Voc-Educ. Transportation	\$ 18,000	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000	\$ -	\$ 18,000
Athletic/Student Act. Transport.	\$ 66,198	\$ -	\$ 66,198	\$ 1,205	\$ 53,732	\$ 11,261	\$ -	\$ 11,261
Insurance-General Liability	\$ 7,500	\$ -	\$ 7,500	\$ 5,718	\$ 109	\$ 1,673	\$ -	\$ 1,673
Communication Services	\$ 248,050	\$ -	\$ 248,050	\$ 55,028	\$ 190,407	\$ 2,615	\$ -	\$ 2,615
Advertising	\$ 1,000	\$ -	\$ 1,000	\$ 550	\$ -	\$ 450	\$ -	\$ 450
Tuition-Out of District Regular	\$ 151,000	\$ -	\$ 151,000	\$ -	\$ -	\$ 151,000	\$ -	\$ 151,000
Tuition - Out of District SPED	\$ 1,929,564	\$ -	\$ 1,929,564	\$ 168,024	\$ 1,179,284	\$ 582,257	\$ -	\$ 582,257
Travel/Meetings	\$ 22,000	\$ -	\$ 22,000	\$ 2,767	\$ 1,904	\$ 17,329	\$ -	\$ 17,329
<b>Total Other Purchased Services</b>	<b>\$ 3,707,653</b>	<b>\$ -</b>	<b>\$ 3,707,653</b>	<b>\$ 329,786</b>	<b>\$ 1,694,491</b>	<b>\$ 1,683,376</b>	<b>\$ 600,000</b>	<b>\$ 1,083,376</b>
Instructional/General Supplies	\$ 73,319	\$ -	\$ 73,319	\$ 9,394	\$ 8,912	\$ 55,013	\$ -	\$ 55,013
Interscholastic Athletics	\$ 129,576	\$ -	\$ 129,576	\$ 11,353	\$ 12,531	\$ 105,692	\$ -	\$ 105,692
Licensing/Software Maintenance	\$ 188,100	\$ -	\$ 188,100	\$ 56,355	\$ 40,966	\$ 90,779	\$ -	\$ 90,779
Office Supplies	\$ 28,650	\$ -	\$ 28,650	\$ 1,162	\$ 7,537	\$ 19,951	\$ -	\$ 19,951
Postage/Mailings	\$ 12,239	\$ -	\$ 12,239	\$ 405	\$ 2,014	\$ 9,820	\$ -	\$ 9,820
Custodial/Maintenance Supplies	\$ 166,169	\$ -	\$ 166,169	\$ 24,085	\$ 18,390	\$ 123,693	\$ -	\$ 123,693
School Health Supplies	\$ 6,425	\$ -	\$ 6,425	\$ 1,813	\$ 713	\$ 3,898	\$ -	\$ 3,898
Heating Oil	\$ 85,000	\$ -	\$ 85,000	\$ -	\$ 85,000	\$ -	\$ -	\$ -
Textbooks	\$ 6,505	\$ 6,500	\$ 13,005	\$ 6,500	\$ 863	\$ 5,642	\$ -	\$ 5,642
Library/AV Books and Supplies	\$ 3,200	\$ -	\$ 3,200	\$ -	\$ 296	\$ 2,904	\$ -	\$ 2,904
<b>Total Supplies and Materials</b>	<b>\$ 699,183</b>	<b>\$ 6,500</b>	<b>\$ 705,683</b>	<b>\$ 111,067</b>	<b>\$ 177,223</b>	<b>\$ 417,393</b>	<b>\$ -</b>	<b>\$ 417,393</b>

**Derby Public Schools**  
**Monthly Financial Report - September 2017**

October 3, 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
New Equipment - Instructional	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500
New Equipment - Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Equipment - Instructional	\$ 1,650	\$ -	\$ 1,650	\$ 895	\$ -	\$ 755	\$ -	\$ 755
Replace Equipment - Support	\$ 26,350	\$ -	\$ 26,350	\$ 3,133	\$ 943	\$ 22,275	\$ -	\$ 22,275
Security Enhancements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Equipment</b>	<b>\$ 29,500</b>	<b>\$ -</b>	<b>\$ 29,500</b>	<b>\$ 4,028</b>	<b>\$ 943</b>	<b>\$ 24,530</b>	<b>\$ -</b>	<b>\$ 24,530</b>
Dues and Fees	\$ 31,500	\$ -	\$ 31,500	\$ 25,946	\$ 240	\$ 5,314	\$ -	\$ 5,314
Other Objects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Dues and Fees</b>	<b>\$ 31,500</b>	<b>\$ -</b>	<b>\$ 31,500</b>	<b>\$ 25,946</b>	<b>\$ 240</b>	<b>\$ 5,314</b>	<b>\$ -</b>	<b>\$ 5,314</b>
<b>TOTAL ADOPTED BUDGET</b>	<b>\$ 18,389,806</b>	<b>\$ -</b>	<b>\$ 18,389,806</b>	<b>\$ 2,498,109</b>	<b>\$ 12,544,348</b>	<b>\$ 3,347,349</b>	<b>\$ 1,023,301</b>	<b>\$ 2,324,048</b>
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL FINANCIAL REPORT</b>	<b>\$ 18,389,806</b>	<b>\$ -</b>	<b>\$ 18,389,806</b>	<b>\$ 2,498,109</b>	<b>\$ 12,544,348</b>	<b>\$ 3,347,349</b>	<b>\$ 1,023,301</b>	<b>\$ 2,324,048</b>

**Derby Public Schools**  
**Monthly Financial Report - September 2017**

October 3, 2017

GRANT DESCRIPTION	GRANT AWARD	GRANT CASH RECEIVED	EXPENDITURE	ENCUMBERED	AVAILABLE BALANCE	ESTIMATED ADJUSTMENT	YEAR END BALANCES
<b>STATE OF CT GRANTS</b>							
Adult Education	\$ 127,479	\$ 84,986	\$ 12,402	\$ 115,077	\$ -		\$ -
Summer School	\$ -	\$ -	\$ (1,247)	\$ -	\$ 1,247	\$ 1,247	\$ 0
School Readiness	\$ 121,813	\$ 30,454	\$ 20,301	\$ 101,512	\$ -	\$ -	\$ -
Alliance	\$ -	\$ -	\$ 76,412	\$ 378,136	\$ (454,548)		\$ (454,548)
Alliance C-0	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
PSD	\$ -	\$ -	\$ 31,749	\$ 234,176	\$ (265,924)	\$ -	\$ (265,924)
PDG	\$ 520,997	\$ 175,000	\$ 85,306	\$ 248,049	\$ 187,642	\$ -	\$ 187,642
Smart Start	\$ 150,000	\$ 45,000	\$ 17,546	\$ 121,757	\$ 10,697	\$ -	\$ 10,697
In Service Training Competitive	\$ 3,881	\$ -	\$ -	\$ 3,881	\$ -	\$ -	\$ -
<b>FEDERAL GRANTS</b>							
Title I Improving Basic Education	\$ 464,937	\$ -	\$ 37,148	\$ 279,837	\$ 147,952	\$ -	\$ 147,952
Title I Improve Educ. C-O	\$ 84,475	\$ 84,475	\$ -	\$ -	\$ 84,475		\$ 84,475
Title I Improving Basic Education - 1003a	\$ 199,958	\$ 199,958	\$ 106,455	\$ 167,228	\$ (73,725)	\$ (82,000)	\$ 8,275
Title II Part A Teachers	\$ 58,167	\$ -	\$ -	\$ -	\$ 58,167	\$ -	\$ 58,167
Title II Part A Teachers C-O	\$ 41	\$ 41	\$ -	\$ -	\$ 41		\$ 41
IDEA Part B - Section 611	\$ 342,340	\$ 80,000	\$ 37,102	\$ 302,470	\$ 2,768	\$ -	\$ 2,768
IDEA Part B - Section 611 C-O	\$ 15,413	\$ 15,413	\$ 15	\$ 170	\$ 15,228	\$ -	\$ 15,228
IDEA Pre School	\$ 14,737	\$ 2,000	\$ -	\$ -	\$ 14,737	\$ -	\$ 14,737
IDEA Pre School C-O	\$ 13,883	\$ 13,883	\$ -	\$ -	\$ 13,883		\$ 13,883
Carl Perkins	\$ 27,905	\$ -	\$ -	\$ -	\$ 27,905		\$ 27,905
Carl Perkins - Supplemental Grant (AMC)	\$ 22,073	\$ 22,073	\$ -	\$ 22,073	\$ -		\$ -
<b>TOTAL FEDERAL/STATE GRANTS</b>	<b>\$ 2,168,098</b>	<b>\$ 753,283</b>	<b>\$ 423,188</b>	<b>\$ 1,974,366</b>	<b>\$ (229,456)</b>	<b>\$ (80,753)</b>	<b>\$ (148,703)</b>