

Finance Subcommittee Meeting
Wednesday, May 17, 2023, 5:30 PM
Central Services

I. Public Comment

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

II. Approve Minutes from the April 19, 2023 Finance Subcommittee Meeting

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

III. April Statement of Accounts

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

IV. Food Services Contract Amendment

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

V. Lunch Prices

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

VI. Building Committee Update

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

VII. Other

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

Finance Subcommittee Meeting – Draft Minutes
Wednesday, April 19, 2023, 5:30 p.m.
Central Services

Attendance:

Rosemarie Weber	Present	Jordan Grossman	Present
Monica Logan	Present	Anna Robbins	Present
Donna Nolan	Present	Sarah Thrall	Present

Meeting commenced at 5:35 p.m. Meeting adjourned at 6:45 p.m.

- 1. Public Comment:** N/A
- 2. Approve Minutes from the March 15, 2023 Finance Subcommittee Meeting:** A motion was made by Monica Logan and seconded by Donna Nolan that the Finance Subcommittee approve the minutes from the March 15, 2023 Finance Subcommittee Meeting. Motion passed.
- 3. March Statement of Accounts:** Reviewed and accepted.
- 4. Capital Projects:** Discussion of priority of projects and where money comes from for 1) middle school boiler; b) Wells Road roof; and, c) Kelly Lane roof.
- 5. Year-End Assessments:** See #4 above.
- 6. Healthy Food Certification:** Moved to the full Board for vote at the next Board Meeting.
- 7. Food Service Agreement/Amendment:** Reviewed agreement and potential costs.
- 8. Building Committee Update:** Upcoming meeting to go over bids for roof project.
- 9. Other:** N/A

A motion was made by Donna Nolan and seconded by Monica Logan to adjourn the meeting. This motion passed at 6:45 p.m.

Jordan E. Grossman, Ed.D.
Superintendent of Schools



Jennifer M. Parsons
Assistant Superintendent

Angela E. Ehrenwerth
Director of Pupil Personnel Services

Anna M. Robbins, SFO
Business Manager

To: Granby Board of Education
From: Anna Robbins, Business Manager
Date: May 17, 2023
Re: Statement of Accounts as of April 30, 2023

As of April 30, 2023, the full-year forecast shows an anticipated overbudget condition of \$704K which is better than the previous month by \$120K. The bulk of the change is in Special Education, which is \$82K better than the previous month. Fluctuations in out-of-district tuition and transportation as well as transitions in student population contribute to the favorable change. Additional factors include personnel changes and end-of-the-year adjustments to open purchase orders.

The favorable forecast for regular education of \$41K is \$38K better than the previous month. Projected savings in salaries & benefits, transportation, supplies, textbooks, legal services, communications, conference & travel continue to offset overbudget conditions in purchased instructional services, specifically substitutes, electricity, maintenance and repairs, as well as software. End-of-the-year adjustments to open purchase orders also continue to contribute to the favorable condition.

Revenue to the Town is projected to be favorable \$415K which is unfavorable \$133K compared to last month. The full-year forecast shows a \$357K favorable variance in the Special Education Excess Cost Grant and a \$58K favorable variance in revenues from special education tuition charged to other towns as well as regular education tuitions billed. Special Education Excess Cost Grant calculations were capped by the State at 76.3% which is a significant difference from the 88% promised earlier this year, resulting in the negative impact in our Special Education Excess Grant forecast. This cap was put into place when the grant applications exceeded the total budgeted funding at the State level for FY23.

The Quality and Diversity Fund is stable and continues to trend positively for this year and for the five-year forecast. Forecasted revenue is better than projected due to additional per pupil tuition received based on recent changes to legislation. Our forecasted expenses are lower this month compared to last month by \$21K, which is directly related to end-of-the-year adjustments to open purchase orders. The result of these changes leaves the fund with a projected balance of \$172K which is \$165K better than budget.

**Granby Board of Education
FY 2022-2023
Statement of Accounts
for the period ended
April 30, 2023**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of April 2023	This Month Forecast Compared to Prior Month
Certified Salaries:								
Administration	1,777,262	1,464,007	332,320	1,796,328	(19,066)	101.07%	(2,838)	0
Regular Education	11,229,373	7,772,126	3,193,550	10,965,677	263,696	97.65%	231,045	20,811
Special Education	1,927,823	1,371,237	485,441	1,856,679	71,144	96.31%	68,370	12,816
Total	14,934,458	10,607,371	4,011,312	14,618,683	315,775	97.89%	296,577	33,627
Substitute/Tutor/Support Salaries								
Substitutes	8,104	44,085	4,920	49,005	(40,901)	604.71%	(47,000)	(3,000)
Sped Support (Speech, O.T. & P.T.)	472,328	317,171	88,811	405,982	66,346	85.95%	68,882	369
Tech Support	270,682	217,325	54,124	271,449	(767)	100.28%	6,654	0
Tutors - Regular Education	38,147	17,074	5,275	22,349	15,798	58.59%	13,247	1,969
Tutors - Special Education	31,512	41,979	0	41,979	(10,467)	133.21%	(11,163)	682
Total	820,773	637,633	153,130	790,763	30,010	96.34%	30,621	19
Teaching Assistant Salaries:								
Regular Education TA	383,315	265,651	71,881	337,532	45,783	88.06%	44,778	13,631
Special Education TA	1,185,630	870,110	294,729	1,164,839	20,791	98.25%	69,797	25,163
Total	1,568,945	1,135,760	366,610	1,502,371	66,574	95.76%	114,575	38,795
School Secretaries' Salaries	652,233	530,532	145,957	676,488	(24,255)	103.72%	(0)	0
Central Office Salaries	592,062	475,781	129,738	605,519	(13,456)	102.27%	0	0
Custodial & Maintenance Salaries	1,365,601	1,101,077	267,075	1,368,153	(2,552)	100.19%	18,096	85
Bus Monitors	0	4,141	1,713	5,854	(5,854)		(6,003)	0
Salary Contingency	162,746	0	0	0	162,746		0	0
Total Salaries	20,096,818	14,492,296	5,075,535	19,567,830	528,988	97.37%	453,866	72,526
Employee Benefits	5,683,427	4,560,109	807,975	5,368,084	315,343	94.45%	(5,000)	(18,957)
Total Salaries & Employee Benefits	25,780,246	19,052,405	5,883,510	24,935,915	844,331	96.72%	448,866	53,569

**Granby Board of Education
FY 2022-2023
Statement of Accounts
for the period ended
April 30, 2023**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of April 2023	This Month Forecast Compared to Prior Month
Purchased Services:								
Instructional Purchased Service	572,579	653,914	221,369	875,284	(302,704)	152.87%	(393,568)	(4,438)
Administration Purchased Service	478,778	360,495	107,931	468,427	10,351	97.84%	20,000	9,529
Maintenance Purchased Service	102,483	58,473	16,875	75,348	27,135	73.52%	0	0
Total	1,153,840	1,072,883	346,175	1,419,058	(265,218)	122.99%	(373,568)	5,091
Legal Services	55,000	22,286	32,715	55,000	0	100.00%	16,000	0
Repairs & Maintenance:								
Instructional Repairs & Maintenance	75,099	44,876	3,199	48,075	27,024	64.02%	0	0
Administration Repairs & Maintenance	8,500	0	0	0	8,500	0.00%	7,500	7,500
Maintenance Repairs & Maintenance	439,698	322,549	119,543	442,092	(2,394)	100.54%	(8,000)	(8,000)
Total	523,297	367,424	122,742	490,166	33,130	93.67%	(500)	(500)
Transportation:								
Transportation Regular Education	1,036,277	658,024	223,638	881,662	154,615	85.08%	124,546	4,515
Transportation Special Education	560,231	696,084	561,257	1,257,341	(697,110)	224.43%	(706,611)	21,190
Transportation Vocational Tech	112,925	65,186	42,405	107,591	5,333	95.28%	4,095	(1,238)
Total	1,709,432	1,419,294	827,299	2,246,593	(537,161)	131.42%	(577,970)	24,467
Insurance Property & Liability	109,200	111,264	0	111,264	(2,064)	101.89%	(2,064)	0
Communications	96,590	57,827	20,039	77,867	18,723	80.62%	17,760	0
Tuition:								
Tuition Special Education	2,198,793	1,811,715	514,039	2,325,753	(126,961)	105.77%	(109,361)	20,938
Tuition Adult Education	10,967	11,690	0	11,690	(723)	106.59%	(723)	0
Total	2,209,760	1,823,405	514,039	2,337,443	(127,684)	105.78%	(110,084)	20,938
Conference & Travel Expense	73,694	20,541	7,866	28,407	45,287	38.55%	41,214	450

**Granby Board of Education
FY 2022-2023
Statement of Accounts
for the period ended
April 30, 2023**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of April 2023	This Month Forecast Compared to Prior Month
General Supplies:								
General Supplies Regular Education	333,165	255,710	32,786	288,496	44,669	86.59%	39,000	0
General Supplies Special Education	32,950	20,938	1,311	22,249	10,701	67.52%	9,500	0
General Supplies Administration	83,826	61,267	19,114	80,380	3,446	95.89%	2,000	0
General Supplies Maintenance	146,372	127,377	25,682	153,059	(6,687)	104.57%	(15,000)	0
Total	596,313	465,292	78,892	544,184	52,129	91.26%	35,500	0
Electricity	420,812	459,174	126,441	585,615	(164,803)	139.16%	(239,908)	15,000
Fuel/Natural Gas	213,782	171,925	35,357	207,281	6,500	96.96%	6,295	6,295
Textbooks/Workbooks	136,427	89,814	3,853	93,666	42,761	68.66%	38,000	3,000
Library/Media Center	63,019	53,639	8,756	62,395	624	99.01%	600	(136)
Software	388,354	390,100	19,522	409,621	(21,267)	105.48%	(25,000)	(8,242)
Dues & Fees	51,116	37,652	1,130	38,782	12,334	75.87%	11,000	0
Replacement Equipment:								
Replacement Equip Admin	2,500	5,502	0	5,502	(3,002)	220.08%	(3,002)	0
Replacement Equip Maintenance	6,000	0	0	0	6,000	0.00%	0	0
Total	8,500	5,502	0	5,502	2,998	64.73%	(3,002)	0
Student Activities	816,977	534,209	244,022	778,231	38,747	95.26%	13,000	0
Total General Fund	34,406,357	26,154,634	8,272,358	34,426,992	(20,634)	100.06%	(703,860)	119,932
	SPED	6,550,544					(745,319)	81,992
	GEN ED	27,855,813					41,459	37,941

April 2023

Quality & Diversity	Budget	Forecast	Better/(Worse) Than Budget
Opening Balance	140,683	223,522	82,839
Expenses	1,022,075	952,763	69,312
Revenue	889,000	901,724	12,724
Ending Balance	7,608	172,483	164,875

**Granby Board of Education
FY 2022-2023
Statement of Accounts
for the period ending
April 30, 2023
For Selected Special Education Accounts**

II. Expenditures	FY22-23 Budget	Expended	Encumbered	Expended & Encumbered	Balance	Full Year Forecast April 2023	This Month Forecast Compared to Prior Month
Legal Expense	27,500	3,874	23,626	27,500	0	8,000	0
Special Education Certified Staff	1,927,823	1,371,237	485,441	1,856,679	71,144	68,370	12,816
Teacher Assistants	1,185,630	870,110	294,729	1,164,839	20,791	69,797	25,163
Special Education Tutors	31,512	41,979	0	41,979	(10,467)	(11,163)	682
Evaluation, Therapy & Contracted Services	101,478	167,203	86,758	253,962	(152,484)	(152,484)	384
General Supplies Special Education	32,950	61,267	1,311	62,578	10,701	9,500	0
Conference & Travel Expense	12,300	846	1,104	1,950	10,350	9,750	450
Sped Support (Speech, O.T., & P.T.)	472,328	317,171	88,811	405,982	66,346	68,882	369
Special Ed Transportation	560,231	696,084	561,257	1,257,341	(697,110)	(706,611)	21,190
Out of District Tuition	2,198,793	1,811,715	514,039	2,325,753	(126,961)	(109,361)	20,938
Total Selected Special Education Accounts	6,550,544	5,341,484	2,057,077	7,398,561	(807,689)	(745,319)	81,992

**Granby Board of Education
 FY 2022-2023
 Statement of Accounts
 for the period ending
 April 30, 2023**

I. Revenue	FY 2022-2023 Budget	Currently Anticipated	Received To Date	Full Year Forecast April 2023	This Month Forecast Compared to Last Month Forecast
Reg. Tuition from other Towns	698,153	699,189	699,189	1,036	0
SPED Tuition from other Towns	624,073	681,377	10,386	57,304	0
SDE Excess Cost Reimbursement	527,846	884,835	683,940	356,989	(132,893)
Rental Fees	5,000	5,000	0	0	0
Pay for Participation	37,000	37,000	35,966	0	0
Sub Total	<u>1,892,072</u>	<u>2,307,401</u>	<u>1,429,481</u>	<u>415,329</u>	<u>(132,893)</u>