

**Finance Subcommittee Meeting**  
**Wednesday, October 18, 2023, 5:30 PM**  
**Central Services**

**I. Public Comment**

**{{Goal-}}**

**{{Attachment:}}**

**{{RecommendedMotion}}**

**II. Approve the Minutes from the September 20, 2023 Finance Subcommittee Meeting**

**{{Goal-}}**

**{{Attachment:}}**

**{{RecommendedMotion}}**

**III. High School Athletic Fields Update**

**{{Goal-}}**

**{{Attachment:}}**

**{{RecommendedMotion}}**

**IV. September Statement of Accounts**

**{{Goal-}}**

**{{Attachment:}}**

**{{RecommendedMotion}}**

**V. Other**

**{{Goal-}}**

**{{Attachment:}}**

**{{RecommendedMotion}}**

**Finance Subcommittee Meeting – Draft Minutes**  
**Wednesday, September 20, 2023, 5:30 p.m.**  
**Central Services**

Attendance:

Katharine Leenders	Present	Cheri Burke	Present
Monica Logan	Present	Anna Robbins	Present
Donna Nolan	Present		
Rosemarie Weber	Present		

Meeting commenced at 5:37 p.m. Meeting adjourned at 6:22 p.m.

- 1. Public Comment:** N/A
- 2. Approve Minutes from the June 21, 2023 Finance Subcommittee Meeting:** A motion was made by Monica Logan and seconded by Katie Leenders that the Finance Subcommittee approve the minutes from the June 21, 2023 Finance Subcommittee Meeting. Motion passed.
- 3. June 2023 Statement of Accounts:** Reviewed and approved.
- 4. July/August 2023 Statement of Accounts:** Reviewed and approved
- 5. FY23 Year-End Budget Transfers:** Reviewed and moved to full Board for approval.
- 6. Authorized Signatures Change Form for Food Service Program:** Reviewed and moved to full Board for approval.
- 7. FY25 Budget Timeline:** Reviewed the FY25 budget timeline.
- 8. Building Committee Update:** The building project is down to a punch list to finish up. Phase I of the Culinary Arts project: An architect is under contract to go out to bid with vendors to complete the Culinary Arts space. The roof project is largely completed with just a few remaining items. Completion is expected in a month. The next Building Committee Meeting is October 2<sup>nd</sup>.
- 9. Other:** An update was given on athletic field maintenance of the baseball/softball fields. \$20K was allocated and irrigation repairs have been made. It is up and running and the fields have been seeded

A motion was made by Monica Logan and seconded by Katie Leenders to adjourn the meeting. This motion passed at 6:22 p.m.

Cheri P. Burke  
*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: October 18, 2023  
Re: Statement of Accounts as of September 2023

The financial forecast for FY24, as of September 30, 2023 shows an unfavorable forecast of \$248K which is \$31K better than the previous month. Regular education is projected to be overbudget \$27K. The special education forecast is overbudget \$221K. While the forecast has improved, it would be prudent to remember that we are three months into the fiscal year and only one month into the school year. Student placement expenses for both special education transportation and tuition will continue to fluctuate. In September, the forecast for special education transportation improved as we were able to combine routes.

Revenue to the Town is projected to be unfavorable \$179K. The forecast for the Special Education Excess Cost Grant is the only contributing factor at this time and is sure to fluctuate as the year progresses.

The forecast for the Quality & Diversity Fund continues to be positive which is due to the strong opening balance from the previous fiscal year. Expenses are overbudget by \$10K due to growing interest in the vocational school offerings. The under-budget condition in revenue of \$68K is directly related to Open Choice enrollment. Although enrollment is higher than the previous year, we are lower than budgeted by three students. The distribution of students has also negatively affected the Early Beginnings Grant which is an additional grant awarded for Kindergarten student enrollment.

**Granby Board of Education  
FY 2023-2024  
Statement of Accounts  
for the period ended  
September 30, 2023**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of September	This Month Forecast Compared to Prior Month
<b>Certified Salaries:</b>								
Administration	1,828,252	438,775	1,303,390	1,742,165	86,088	95.29%	(8,659)	0
Regular Education	11,546,140	1,358,600	9,808,121	11,166,721	379,419	96.71%	1,782	18,978
Special Education	2,023,752	249,870	1,641,279	1,891,149	132,603	93.45%	11,020	(8,555)
<b>Total</b>	<b>15,398,144</b>	<b>2,047,244</b>	<b>12,752,790</b>	<b>14,800,035</b>	<b>598,110</b>	<b>96.12%</b>	<b>4,143</b>	<b>10,423</b>
<b>Substitute/Tutor/Support Salaries</b>								
Substitutes	8,104	392	0	392	7,712	4.84%	0	0
Sped Support (Speech, O.T. & P.T.)	471,674	57,906	415,835	473,741	(2,067)	100.44%	(722)	332
Tech Support	270,464	77,060	268,603	345,663	(75,199)	127.80%	(67,184)	0
Tutors - Regular Education	39,291	1,781	22,266	24,047	15,244	61.20%	1,214	1,214
Tutors - Special Education	39,650	27,500	6,872	34,372	5,279	86.69%	(2,796)	2,528
<b>Total</b>	<b>829,183</b>	<b>164,639</b>	<b>713,576</b>	<b>878,215</b>	<b>(49,032)</b>	<b>105.91%</b>	<b>(69,488)</b>	<b>4,074</b>
<b>Teaching Assistant Salaries:</b>								
Regular Education TA	415,079	34,345	389,258	423,603	(8,524)	102.05%	(15,926)	556
Special Education TA	1,336,188	63,368	1,152,078	1,215,446	120,742	90.96%	42,295	66
<b>Total</b>	<b>1,751,267</b>	<b>97,713</b>	<b>1,541,335</b>	<b>1,639,049</b>	<b>112,218</b>	<b>93.59%</b>	<b>26,369</b>	<b>622</b>
School Secretaries' Salaries	698,450	117,931	569,864	687,794	10,656	98.47%	7,069	(201)
Central Office Salaries	625,582	129,415	496,350	625,766	(184)	100.03%	4,021	0
Custodial & Maintenance Salaries	1,441,472	319,052	1,047,277	1,366,329	75,143	94.79%	(16,607)	(7,502)
Bus Monitors	5,441	0	0	0	5,441		0	0
Salary Contingency	86,852	0	0	0	86,852		0	0
<b>Total Salaries</b>	<b>20,836,391</b>	<b>2,875,995</b>	<b>17,121,192</b>	<b>19,997,187</b>	<b>839,204</b>	<b>95.97%</b>	<b>(44,492)</b>	<b>7,417</b>
<b>Employee Benefits</b>	<b>5,896,807</b>	<b>1,087,018</b>	<b>4,343,248</b>	<b>5,430,266</b>	<b>466,540</b>	<b>92.09%</b>	<b>0</b>	<b>0</b>
<b>Total Salaries &amp; Employee Benefits</b>	<b>26,733,198</b>	<b>3,963,013</b>	<b>21,464,441</b>	<b>25,427,454</b>	<b>1,305,744</b>	<b>95.12%</b>	<b>(44,492)</b>	<b>7,417</b>

Granby Board of Education  
FY 2023-2024  
Statement of Accounts  
for the period ended  
September 30, 2023

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of September	This Month Forecast Compared to Prior Month
<b>Purchased Services:</b>								
Instructional Purchased Service	647,971	73,154	381,764	454,918	193,053	70.21%	30,000	0
Administration Purchased Service	500,043	99,488	326,482	425,970	74,073	85.19%	37,184	0
Maintenance Purchased Service	100,133	14,630	24,262	38,893	61,240	38.84%	0	0
<b>Total</b>	<b>1,248,147</b>	<b>187,272</b>	<b>732,508</b>	<b>919,780</b>	<b>328,367</b>	<b>73.69%</b>	<b>67,184</b>	<b>0</b>
Legal Services	55,000	3,938	35,063	39,000	16,000	70.91%	0	0
<b>Repairs &amp; Maintenance:</b>								
Instructional Repairs & Maintenance	76,199	12,409	3,542	15,952	60,247	20.93%	0	0
Administration Repairs & Maintenance	8,500	0	0	0	8,500	0.00%	0	0
Maintenance Repairs & Maintenance	451,698	104,001	145,310	249,311	202,386	55.19%	0	0
<b>Total</b>	<b>536,397</b>	<b>116,411</b>	<b>148,852</b>	<b>265,263</b>	<b>271,134</b>	<b>49.45%</b>	<b>0</b>	<b>0</b>
<b>Transportation:</b>								
Transportation Regular Education	1,041,852	11,791	871,975	883,765	158,087	84.83%	0	0
Transportation Special Education	1,132,279	91,332	1,194,787	1,286,119	(153,840)	113.59%	(99,707)	40,135
Transportation Vocational Tech	118,350	(18,210)	122,678	104,468	13,882	88.27%	0	0
<b>Total</b>	<b>2,292,481</b>	<b>84,912</b>	<b>2,189,440</b>	<b>2,274,352</b>	<b>18,129</b>	<b>99.21%</b>	<b>(99,707)</b>	<b>40,135</b>
Insurance Property & Liability	109,200	61,293	50,141	111,434	(2,234)	102.05%	0	0
Communications	96,240	15,797	55,648	71,445	24,795	74.24%	0	0
<b>Tuition:</b>								
Tuition Special Education	2,131,185	352,819	1,944,960	2,297,779	(166,594)	107.82%	(170,866)	(17,007)
Tuition Adult Education	10,967	11,983	0	11,983	(1,016)	109.26%	0	0
<b>Total</b>	<b>2,142,152</b>	<b>364,802</b>	<b>1,944,960</b>	<b>2,309,762</b>	<b>(167,610)</b>	<b>107.82%</b>	<b>(170,866)</b>	<b>(17,007)</b>
Conference & Travel Expense	75,344	4,342	6,665	11,007	64,337	14.61%	0	0

**Granby Board of Education  
FY 2023-2024  
Statement of Accounts  
for the period ended  
September 30, 2023**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of September	This Month Forecast Compared to Prior Month
<b>General Supplies:</b>								
General Supplies Regular Education	336,106	90,766	77,268	168,034	168,072	49.99%	0	0
General Supplies Special Education	37,950	5,598	10,680	16,279	21,671	42.89%	0	0
General Supplies Administration	87,546	22,853	29,096	51,949	35,597	59.34%	0	0
General Supplies Maintenance	146,372	28,236	81,036	109,272	37,100	74.65%	0	0
<b>Total</b>	<b>607,974</b>	<b>147,454</b>	<b>198,080</b>	<b>345,533</b>	<b>262,440</b>	<b>56.83%</b>	<b>0</b>	<b>0</b>
Electricity	491,867	93,201	654,066	747,267	(255,400)	151.92%	0	0
Fuel/Natural Gas	228,631	110,958	87,686	198,644	29,987	86.88%	0	0
Textbooks/Workbooks	117,948	51,574	10,446	62,021	55,927	52.58%	0	0
Library/Media Center	67,971	9,446	13,108	22,554	45,417	33.18%	0	0
Software	426,051	277,904	85,454	363,359	62,692	85.29%	0	0
Dues & Fees	50,621	30,181	3,826	34,007	16,614	67.18%	0	0
<b>Replacement Equipment:</b>								
Replacement Equip Admin	2,500	0	2,966	2,966	(466)	118.65%	(466)	0
Replacement Equip Maintenance	6,000	0	0	0	6,000	0.00%	0	0
<b>Total</b>	<b>8,500</b>	<b>0</b>	<b>2,966</b>	<b>2,966</b>	<b>5,534</b>	<b>34.90%</b>	<b>(466)</b>	<b>0</b>
Student Activities	867,570	55,350	399,430	454,780	412,790	52.42%	0	0
<b>Total General Fund</b>	<b>36,155,291</b>	<b>5,577,849</b>	<b>28,082,778</b>	<b>33,660,627</b>	<b>2,494,664</b>	<b>93.10%</b>	<b>(248,347)</b>	<b>30,545</b>
							SPED	17,500
							GEN ED	13,046
								(0)

September

Quality & Diversity	Budget	Forecast	Better/(Worse) Than Budget
Opening Balance	32,130	227,851	195,721
Expenses	1,085,711	1,095,242	(9,531)
Revenue	1,075,350	1,007,239	(68,111)
Ending Balance	21,769	139,847	118,078

**Granby Board of Education  
FY 2023-2024  
Statement of Accounts  
for the period ending  
September 30, 2023  
For Selected Special Education Accounts**

<b>II. Expenditures</b>	<b>FY23-24 Budget</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Expended &amp; Encumbered</b>	<b>Balance</b>	<b>Full Year Forecast September</b>
<b>Legal Expense</b>	27,500	0	0	0	27,500	0
<b>Special Education Certified Staff</b>	2,023,752	249,870	1,641,279	1,891,149	132,603	11,020
<b>Teacher Assistants</b>	1,336,188	63,368	1,152,078	1,215,446	120,742	42,295
<b>Special Education Tutors</b>	39,650	27,500	6,872	34,372	5,279	(2,796)
<b>Evaluation, Therapy &amp; Contracted Services</b>	116,375	12,415	62,369	74,785	41,590	0
<b>General Supplies Special Education</b>	37,950	5,598	10,680	16,279	21,671	0
<b>Conference &amp; Travel Expense</b>	12,000	710	3,920	4,630	7,370	0
<b>Sped Support (Speech, O.T., &amp; P.T.)</b>	471,674	57,906	415,835	473,741	(2,067)	(722)
<b>Special Ed Transportation</b>	1,132,279	91,332	1,194,787	1,286,119	(153,840)	(99,707)
<b>Out of District Tuition</b>	2,131,185	352,819	1,944,960	2,297,779	(166,594)	(170,866)
<b>Total Selected Special Education Accounts</b>	<u>7,328,554</u>	<u>861,519</u>	<u>6,432,781</u>	<u>7,294,300</u>	<u>34,254</u>	<u>(220,775)</u>

**Granby Board of Education  
 FY 2023-2024  
 Statement of Accounts  
 for the period ending  
 September 30, 2023**

<b>I. Revenue</b>	<b>FY 2023-2024 Budget</b>	<b>Currently Anticipated</b>	<b>Received To Date</b>	<b>Full Year Forecast September</b>
<b>Reg. Tuition from other Towns</b>	736,893	736,983	0	90
<b>SPED Tuition from other Towns</b>	646,412	646,412	0	0
<b>SDE Excess Cost Reimbursement</b>	1,165,402	986,230		(179,172)
<b>Rental Fees</b>	5,000	5,000	0	0
<b>Pay for Participation</b>	42,000	42,000	0	0
<b>Sub Total</b>	<u>2,595,707</u>	<u>2,416,625</u>	<u>0</u>	<u>(179,082)</u>