

Finance Subcommittee Meeting
Wednesday, October 16, 2024, 5:30 PM
Central Office

I. Public Comment

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

II. Approve the Minutes from the September 18, 2024 Finance Subcommittee Meeting

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

III. 2023-2024 Year-End Transfer Report

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

IV. First Quarter Budget Expense Report (July-September 2024)

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

V. Contract Negotiations Update

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

VI. Athletic Fields Update

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

VII. Other

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

Finance Subcommittee Meeting – Draft Minutes
Wednesday, September 18, 2024, 5:00 p.m.
Central Services

Attendance:

Heather Lombardo	Present	Cheri Burke	Present
Monica Logan	Present	Nickie Stevenson	Present
Donna Nolan	Present		
Ali Zafar	Present		

Meeting commenced at 5:10 p.m. Meeting adjourned at 5:34 p.m.

- 1. Public Comment:** N/A
- 2. Approve Minutes from the June 18, 2024 Finance Subcommittee Meeting:** A motion was made by Heather Lombardo and seconded by Donna Nolan to approve the minutes from the June 18, 2024 Finance Subcommittee Meeting. Motion passed.
- 3. FY24 Year-End Update:** Nickie Stevenson reviewed the FY24 year-end memo. The district ended the year with a \$235,269.86 surplus.
- 4. FY24 Year-End Budget Transfers:** Reviewed and approved.
- 5. New Policy 3171.1 – Non-Lapsing Education Fund:** Discussed the non-lapsing fund as a positive opportunity for the BOE to meet the necessary educational expenses that may be outside of the operating budget. This policy will be brought before the full Board for approval.
- 6. Other:**
 - There will be a shift to quarterly reports in lieu of monthly reports.
 - The Finance Subcommittee will be involved with contracts for buses, food services, etc.
 - Interviews have begun for the Director of Facilities position.

A motion was made by Heather Lombardo and seconded by Ali Zafar to adjourn the meeting. This motion passed at 5:34 p.m.

PROGRAM ACCOUNTS
Granby Board of Education FY 2024
Yearend Transfers

Row #	Description	Original Budget (Appropriation)	Revised Budget (Expended)	Transfers (Revised - Original)*
01	Communications	\$96,140	\$72,007	-\$24,133
02	Conference & Travel	\$63,344	\$38,712	-\$24,632
03	Dues and Fees	\$48,371	\$36,676	-\$11,695
04	Equipment	\$8,500	\$7,226	-\$1,274
05	Legal Services/Insurance	\$136,700	\$154,302	\$17,602
06	Library/Media	\$67,971	\$56,727	-\$11,244
07	Purchased Services	\$1,119,277	\$1,278,147	\$158,870
08	Repairs & Maintenance	\$536,397	\$586,416	\$50,019
09	Software	\$393,551	\$389,382	-\$4,169
10	Special Education	\$3,506,289	\$3,642,825	\$136,536
11	Student Activities/Athletics	\$364,529	\$350,383	-\$14,146
12	Supplies	\$568,369	\$501,861	-\$66,507
13	Textbooks	\$117,948	\$89,638	-\$28,310
14	Transportation	\$1,160,202	\$1,092,745	-\$67,456
15	Tuition	\$10,967	\$10,570	-\$397
16	Utilities	\$720,498	\$861,268	\$140,770
17	Unallocated Appropriation	\$0	\$0	\$249,833
	Program	\$8,919,052	\$9,168,885	\$249,833

Negative Transfer # Signifies Excess; Funds to be Transferred Out of the Account

Positive Transfer # Signifies a Deficit; Funds to be Transferred Into the Account

PERSONNEL ACCOUNTS
Granby Board of Education FY 2024
Yearend Transfers

Row #	Description	Original Budget (Appropriation)	Revised Budget (Expended)	Transfers (Revised - Original)*
18	Administration	\$1,662,692	\$1,699,784	\$37,091
19	Central Office	\$526,928	\$525,053	-\$1,875
20	Certified Staff	\$11,641,096	\$11,398,132	-\$242,964
21	Custodial and Maintenance	\$1,441,472	\$1,492,037	\$50,565
22	School Secretaries	\$698,450	\$687,533	-\$10,917
23	Special Education	\$4,137,979	\$3,964,392	-\$173,587
24	Student Activities/Athletics	\$500,541	\$450,602	-\$49,939
25	Teaching Assistants	\$420,520	\$402,964	-\$17,556
26	Technology Support Services	\$270,464	\$341,466	\$71,002
27	Tutors	\$39,291	\$21,888	-\$17,403
28	Employee Benefits	\$5,896,807	\$5,767,286	-\$129,521
29	Unallocated Appropriation	\$0	\$0	-\$485,103
	Personnel	\$27,236,239	\$26,751,136	-\$485,103
	100 General Fund	\$36,155,291	\$35,920,021	-\$235,270

Negative Transfer # Signifies Excess; Funds to be Transferred Out of the Account

Positive Transfer # Signifies a Deficit; Funds to be Transferred Into the Account

Remaining Personnel Funds	\$ 485,102.86
Transfer from Personnel to Program	\$ (249,833.00)
Non-Lapsing Education Fund Deposit	\$ (35,269.86)
Funds Returned to Town GF	\$ (200,000.00)
Remaining BOE GF 2023-2024	\$ -

GRANBY PUBLIC SCHOOLS

BUSINESS OFFICE

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To: Cheri P. Burke, Superintendent of Schools

From: Nickie Stevenson, Director of Finance & Operations

Re: 1st Budget Expense Report FY 2025

Date: October 10, 2024

Please find attached the first budget expense report for this fiscal year defined by budget category covering the period of July through September 2024.

Personnel and Program Accounts

Analysis of both personnel and program accounts suggest that projected expenditures will be covered within the budget. Please note there are a few lines with negative available balances which are due to increased insurance costs, the addition of an in-district bus route and the need for regular education teaching assistants (TAs) originally reduced during the FY 2025 budgeting process.

Special Education

At this point in time, the estimated special education expenses for FY 2025 are currently within the spending plan. However, we are currently seeing deficits within the special education outplacement tuition and transportation lines. As it is early in the school year and Special Education accounts constantly fluctuate throughout the year, account activity and balances will continue to be monitored closely.

Quality and Diversity Fund (Q&D)

The opening balance of the Q&D fund was \$95,335. There has been a small amount of expenses in this account thus far, with no revenue being received and booked to date. Current expenses are related to summer school, social work, tutoring and one to one equipment costs. Once the district starts receiving Open Choice grant funds and tuition monies, we should start to see a shift in the ending balance.

Revenue to the Town

Revenue to the Town for FY 2025 is currently projected to be \$2,549,470. Similar to the Q&D fund, no funds have been received and provided to the Town to date. As fluctuating special education expenses directly impact grant amounts, the Excess Cost Grant has been and will continue to be the largest unknown throughout the year. Additionally, reimbursement funding percentages by the state for this grant are not typically final until closer to yearend (i.e., May).

PROGRAM ACCOUNTS
Granby Board of Education FY 2025
1st Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
01	Communications	\$90,245	\$90,245	\$15,154	\$54,576	\$20,515	77.3%
02	Conference & Travel	\$58,094	\$58,094	\$9,889	\$7,114	\$41,091	29.3%
03	Dues and Fees	\$38,738	\$38,738	\$30,670	\$1,734	\$6,334	83.6%
04	Equipment	\$8,500	\$8,500	\$360	\$0	\$8,140	4.2%
05	Legal Services/Insurance	\$140,460	\$140,460	\$55,414	\$88,730	-\$3,684	102.6%
06	Library/Media	\$57,368	\$57,368	\$18,903	\$6,905	\$31,560	45.0%
07	Purchased Services	\$1,174,702	\$1,174,702	\$197,838	\$822,412	\$154,452	86.9%
08	Repairs & Maintenance	\$539,517	\$539,517	\$187,358	\$181,891	\$170,267	68.4%
09	Software	\$443,364	\$443,364	\$290,349	\$114,995	\$38,020	91.4%
10	Special Education	\$4,396,311	\$4,396,311	\$445,912	\$3,377,445	\$572,953	87.0%
11	Student Activities/Athletics	\$398,001	\$398,001	\$57,224	\$84,991	\$255,786	35.7%
12	Supplies	\$548,582	\$548,582	\$156,447	\$156,230	\$235,906	57.0%
13	Textbooks	\$119,698	\$119,698	\$26,557	\$7,176	\$85,966	28.2%
14	Transportation	\$1,168,747	\$1,168,747	\$14,989	\$1,165,680	-\$11,923	101.0%
15	Tuition	\$10,967	\$10,967	\$0	\$11,317	-\$350	103.2%
16	Utilities	\$851,590	\$851,590	\$182,805	\$616,601	\$52,183	93.9%
17	Unallocated Appropriation	\$0	\$0	\$0	\$0	\$0	
	Program	\$10,044,883	\$10,044,883	\$1,689,870	\$6,697,797	\$1,657,216	83.5%

PERSONNEL ACCOUNTS
Granby Board of Education FY 2025
1st Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
18	Administration	\$1,651,319	\$1,651,319	\$366,398	\$1,284,414	\$507	100.0%
19	Central Office	\$557,043	\$557,043	\$114,796	\$452,956	-\$10,709	101.9%
20	Certified Staff	\$11,578,907	\$11,578,907	\$1,358,455	\$10,050,092	\$170,360	98.5%
21	Custodial and Maintenance	\$1,481,279	\$1,481,279	\$324,962	\$1,075,838	\$80,479	94.6%
22	School Secretaries	\$715,648	\$715,648	\$122,049	\$589,510	\$4,089	99.4%
23	Special Education	\$4,450,934	\$4,450,934	\$529,622	\$3,579,681	\$341,630	92.3%
24	Student Activities/Athletics	\$545,575	\$545,575	\$19,825	\$308,104	\$217,646	60.1%
25	Teaching Assistants	\$327,901	\$327,901	\$33,339	\$367,521	-\$72,959	122.3%
26	Technology Support Services	\$357,910	\$357,910	\$47,269	\$303,931	\$6,710	98.1%
27	Tutors	\$41,720	\$41,720	\$1,842	\$22,703	\$17,176	58.8%
28	Employee Benefits	\$6,365,402	\$6,365,402	\$1,182,656	\$5,023,292	\$159,454	97.5%
29	Unallocated Appropriation	\$0	\$0	\$0	\$0	\$0	
	Personnel	\$28,073,638	\$28,073,638	\$4,101,213	\$23,058,041	\$914,384	96.7%
	100 General Fund	\$38,118,521	\$38,118,521	\$5,791,083	\$29,755,838	\$2,571,600	93.3%

SUPPLEMENTAL INFORMATION
Granby Board of Education FY 2025
1st Budget Expense Report

REVENUE TO TOWN SUMMARY

Description	Budget	Anticipated	Received To Date	Difference (Received minus Anticipated)
Regular Education Tuition*	\$678,674	\$701,851	\$0	-\$701,851
Special Education Tuition*	\$605,191	\$605,191	\$0	-\$605,191
B.E.A.R. Transition Academy Tuition*	\$0	\$150,000	\$0	-\$150,000
Excess Cost Grant	\$1,167,286	\$1,050,428	\$0	-\$1,050,428
Pay for Participation	\$42,000	\$42,000	\$0	-\$42,000
Totals	\$2,493,151	\$2,549,470	\$0	-\$2,549,470

*From Other Towns

QUALITY AND DIVERSITY FUND (Q&D)

Description	Budget	YTD	Difference (YTD vs. Budget)
Opening Balance	\$95,335	-	-
Expenses	\$1,069,766	\$180,623	\$889,143
Revenue	\$1,028,144	\$0	-\$1,028,144
Ending Balance	\$53,713	-\$85,288	-\$139,001