

Finance Subcommittee Meeting
Wednesday, November 20, 2024, 5:30 PM
Central Office

I. Public Comment

{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

II. Approve Minutes from the October 16, 2024 Finance Subcommittee Meeting

{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

III. October 2024 Budget Expense Report

{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

IV. Utility/Fuel Oil/Diesel Fuel Contracted Rates

{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

V. CREC Transportation (Special Education Rate)

{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

VI. Draft Policy 3160 - Budget Expense Reports and Line Item Transfers

{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

VII. Health Benefit Fund Update

{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

VIII. FY26 Plus One Process/Timeline

{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

IX. Other

{{Goal-}}
{{Attachment:}}
{{RecommendedMotion}}

Finance Subcommittee Meeting – Draft Minutes
Wednesday, October 16, 2024, 5:30 p.m.
Central Office

Attendance:

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

Meeting commenced at 5:31 p.m. Meeting adjourned at 6:15 p.m.

1. Public Comment:

2. Approve Minutes from the September 18, 2024 Finance Subcommittee Meeting: A motion was made by Heather Lombardo and seconded by Ali Zafar to approve the minutes from the September 18, 2024 Finance Subcommittee Meeting. Motion passed.

3. 2023-2024 Year-End Transfer Report: Reviewed and accepted.

4. First Quarter Budget Expense Report (July-September 2024): Reviewed and accepted.

5. Contract Negotiations Update: The goal is to have the administrators' contract finalized by the next BOE Meeting to have it voted on and approved.

6. Athletic Fields Update: The track is sinking and is costing \$20K/year for repairs. The track is now on the capital priority list. Estimating \$2M to replace it. Not able to use the track this spring.

7. Other: The bus driver shortage was discussed and has led to condensed, combined routes. Paying for a bus that is not running. There is also a lack of buses for athletic events.

A motion was made by Heather Lombardo and seconded by Ali Zafar to adjourn the meeting. This motion passed at 6:15 p.m.

GRANBY PUBLIC SCHOOLS

BUSINESS OFFICE

15-B North Granby Road
Granby, CT 06035
(860) 844-5253

stevensonn@granbyschools.org

To: Cheri P. Burke, Superintendent of Schools

From: Nickie Stevenson, Director of Finance & Operations

Re: October 2024 Budget Expense Report

Date: November 11, 2024

Please find attached the October 2024 budget expense report for this fiscal year encompassing transactions through 10/31/2024.

Personnel and Program Accounts

Analysis of both personnel and program accounts suggest that projected expenditures will be covered within the budget. Please note the line items with negative available balances are those reported in the first budget quarter report presented in October. It is expected these negative balances will be covered from available funds within other line items as the year progresses.

Special Education

At this point in time, the estimated special education expenses for FY 2025 continue to be within the spending plan. Outplacement tuition, transportation and purchased services will continue to be areas we monitor closely. The negative available balance associated with purchased services is due to the need to contract for various student support services which include Speech and Language Pathology (SLP), a Registered Behavior Technician (RBT), a Board Certified Behavior Analyst (BCBA), etc.

Quality and Diversity Fund (Q&D)

As reported last month, no revenue has been booked to date, with expenses increasing as expected. Once the district receives Open Choice grant funds and tuition monies are booked, we will start to see a shift in the ending balance.

Revenue to the Town

Revenue to the Town for FY 2025 continues to be projected at \$2,549,470. No funds have been received and provided to the Town to date.

PROGRAM ACCOUNTS
Granby Board of Education FY 2025
October 2024 Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
01	Communications	\$90,245	\$90,245	\$26,224	\$46,571	\$17,450	80.7%
02	Conference & Travel	\$58,094	\$58,094	\$13,348	\$8,118	\$36,628	36.9%
03	Dues and Fees	\$38,738	\$38,738	\$32,309	\$643	\$5,786	85.1%
04	Equipment	\$8,500	\$8,500	\$360	\$0	\$8,140	4.2%
05	Legal Services/Insurance	\$140,460	\$140,460	\$63,438	\$80,238	-\$3,216	102.3%
06	Library/Media	\$57,368	\$57,368	\$25,287	\$5,313	\$26,768	53.3%
07	Purchased Services	\$1,114,702	\$1,114,702	\$286,089	\$736,103	\$92,511	91.7%
08	Repairs & Maintenance	\$539,517	\$539,517	\$236,137	\$158,789	\$144,591	73.2%
09	Software	\$443,364	\$443,364	\$315,678	\$91,058	\$36,627	91.7%
10	Special Education	\$4,394,816	\$4,394,816	\$827,047	\$3,445,975	\$121,794	97.2%
11	Student Activities/Athletics	\$398,001	\$398,001	\$90,067	\$123,435	\$184,499	53.6%
12	Supplies	\$548,582	\$548,582	\$195,068	\$149,969	\$203,545	62.9%
13	Textbooks	\$119,698	\$119,698	\$31,695	\$3,889	\$84,114	29.7%
14	Transportation	\$1,168,747	\$1,168,747	\$21,529	\$1,175,431	-\$28,214	102.4%
15	Tuition	\$10,967	\$10,967	\$11,317	\$0	-\$350	103.2%
16	Utilities	\$851,590	\$851,590	\$239,489	\$559,918	\$52,183	93.9%
17	Unallocated Appropriation	\$0	\$0	\$0	\$0	\$0	
	Program	\$9,983,388	\$9,983,388	\$2,415,081	\$6,585,450	\$982,857	90.2%

PERSONNEL ACCOUNTS
Granby Board of Education FY 2025
October 2024 Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
18	Administration	\$1,651,319	\$1,651,319	\$498,980	\$1,152,104	\$235	100.0%
19	Central Office	\$557,043	\$557,043	\$159,622	\$408,250	-\$10,829	101.9%
20	Certified Staff	\$11,638,907	\$11,638,907	\$2,275,293	\$9,113,915	\$249,699	97.9%
21	Custodial and Maintenance	\$1,481,279	\$1,481,279	\$430,263	\$987,849	\$63,168	95.7%
22	School Secretaries	\$715,648	\$715,648	\$184,102	\$527,474	\$4,072	99.4%
23	Special Education	\$4,452,429	\$4,452,429	\$891,783	\$3,238,061	\$322,585	92.8%
24	Student Activities/Athletics	\$545,575	\$545,575	\$41,727	\$310,408	\$193,440	64.5%
25	Teaching Assistants	\$327,901	\$327,901	\$74,566	\$326,174	-\$72,838	122.2%
26	Technology Support Services	\$357,910	\$357,910	\$77,252	\$273,948	\$6,710	98.1%
27	Tutors	\$41,720	\$41,720	\$3,347	\$20,289	\$18,084	56.7%
28	Employee Benefits	\$6,365,402	\$6,365,402	\$1,698,931	\$4,516,723	\$149,748	97.6%
29	Unallocated Appropriation	\$0	\$0	\$0	\$0	\$0	
	Personnel	\$28,135,133	\$28,135,133	\$6,335,866	\$20,875,194	\$924,074	96.7%
	100 General Fund	\$38,118,521	\$38,118,521	\$8,750,946	\$27,460,644	\$1,906,931	95.0%

SPECIAL EDUCATION ACCOUNT DETAIL
Granby Board of Education FY 2025
October 2024 Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
01	Administrative/Certified	\$2,281,664	\$2,281,664	\$430,583	\$1,628,240	\$222,841	90.2%
02	Secretaries	\$102,667	\$102,667	\$30,885	\$75,933	-\$4,151	104.0%
03	Support Services	\$497,291	\$497,291	\$110,787	\$365,539	\$20,965	95.8%
04	Teaching Assistants	\$1,528,934	\$1,528,934	\$282,227	\$1,168,349	\$78,358	94.9%
05	Tutors	\$41,873	\$41,873	\$37,301	\$0	\$4,572	89.1%
	TOTAL PERSONNEL	\$4,452,429	\$4,452,429	\$891,783	\$3,238,061	\$322,585	92.8%
06	Communications	\$100	\$100	\$72	\$0	\$28	72.5%
07	Conference & Travel	\$14,125	\$14,125	\$100	\$350	\$13,675	3.2%
08	Dues and Fees	\$2,250	\$2,250	\$200	\$250	\$1,800	20.0%
09	Legal Services	\$27,500	\$27,500	\$3,046	\$24,454	\$0	100.0%
10	Purchased Services	\$153,375	\$153,375	\$36,840	\$164,150	-\$47,615	131.0%
11	Software	\$9,310	\$9,310	\$6,699	\$550	\$2,061	77.9%
12	Supplies	\$37,550	\$37,550	\$14,782	\$2,178	\$20,590	45.2%
13	Transportation	\$1,388,936	\$1,388,936	\$46,557	\$1,822,481	-\$480,103	134.6%
14	Tuition	\$2,761,670	\$2,761,670	\$718,750	\$1,431,561	\$611,359	77.9%
	TOTAL PROGRAM	\$4,394,816	\$4,394,816	\$827,047	\$3,445,975	\$121,794	
	OVERALL TOTAL	\$8,847,244	\$8,847,244	\$1,718,829	\$6,684,036	\$444,380	95.0%

SUPPLEMENTAL INFORMATION
Granby Board of Education FY 2025
October 2024 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	\$220,332	\$849,434
Revenue	\$1,028,144	\$0	-\$1,028,144
Ending Balance	\$53,713	-\$124,997	-\$178,710

**Policy
3160(a)**

Business

Budget Expense Reports and Line Item Transfers

The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent and/or his/her designee shall maintain a system of appropriate expenditure and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. A ~~monthly~~quarterly budget expense report shall be prepared identifying the appropriated budget amount, adjusted budget amount, expenditure to date, encumbrance to date and the uncommitted (i.e., available) balance for each major budget category, including any general comments indicating current budget status and/or reasons for substantial differences.

~~Such budget reports shall be provided to the Board of Education at the regularly scheduled meeting in the month following the period for which such report is prepared, in accordance with the following schedule:~~

Period Covered	Submitted
July, August, September	October
October, November, December	January
January, February, March	April
April, May	June

For purposes of this policy, a “line item” (i.e., itemized estimate) shall be defined in at least the following broad budgetary categories; salaries, benefits, utilities, supplies and grounds maintenance which may be further divided into one or more categories as set forth in the annual budget estimate submitted to the Town. Throughout the course of the year, adjustments in the subcategories of expenditure within such line items in the budget may be made by the Superintendent and/or his/her designee based on expenditures and budget projections. As necessary during the year, the Superintendent shall recommend to the Board of Education transfers from one line item to another as needed and evidenced by the adjusted budget amount in the ~~quarterly~~ above quarterly reports or otherwise. Funds shall be transferred so as to eliminate any projected deficit in any line item. Subject to the procedures set forth in Connecticut General Statutes Section 10-222, the Superintendent may make transfers between line items to make expenditures of an emergency nature, and to complete the payment of goods and/or services contracted during the fiscal year, yet not consumed or completed during the current fiscal year. As necessary throughout the year, at the recommendation of the Superintendent, the Board shall transfer funds from one line item to another to avoid deficits in any line item.

In accordance with law, unexpended balances in budget accounts shall revert to the Town General Fund at the close of the fiscal year once the above line item transfers have been satisfied and after the Board of Education has approved deposit of unexpended funds into the non-lapsing account, established in accordance with Board of Education Policy 3171 and Connecticut General Statutes Section 10-248a.

**Policy
3160(b)**

Business

Budget Expense Reports and Line Item Transfers

The Board of Education shall not expend more than the amount of the appropriation and the amount of funds received from other sources for school purposes. If any occasion arises whereby additional funds are needed by the Board of Education, the Chairperson of the Board shall notify the Board of Finance and submit a request for such necessary additional funds.

Legal References: Connecticut General Statutes

10-222 Appropriations and budget

10-248a Unexpended education funds accounts (as amended by PA 24-45 Section 7)

**This policy combines previous Policy 3160 and Policy 3430. Policy 3430 has been rescinded.*

Policy Adopted:

**GRANBY PUBLIC SCHOOLS
Granby, CT**

GRANBY PUBLIC SCHOOLS 2025-2026 BUDGET

DATES TO REMEMBER

Operating Budget Info to Administrators	October 4th
10-Year Small Cap Info to Administrators	October 11th
Distribution of Enrollment #s	October 11th
Small Cap, Large Cap & Plus One Requests Due	November 1st
Operating Budgets Due	November 15th
Budget Reviews with Administrators	November 6th to November 20th
Plus One Budget Review with Administrators	December 16th
Superintendent Presentation to BOE* (Plus One and Small Cap Budgets)	December 18th
Superintendent Presentation to BOE* (Operating Budget)	March 5th

*ADMINISTRATORS PLEASE PLAN TO ATTEND