

Woodbridge Board of Education BOE
Finance Committee Meeting
Monday, April 9, 2012 7:00 PM

BOE Finance Committee Meeting 7:00 PM
April 9, 2012 District Office Conference Room
40 Beecher Road South

Agenda

- I. **Call to Order**
- II. **Items for Discussion**
 - A. Monthly Summary Financial Report through March 31, 2012
 - B. Monthly Detail Financial Report through March 31, 2012
 - C. Combining Financial Statements through March 31, 2012
 - D. Monthly Cafeteria Financial Report
- III. **Other**
 - A. Cafeteria Equipment Repair
 - B. Student Information System
 - C. Natural Gas Conversion
- IV. **Adjourn**

**WOODBRIAGE BOARD OF EDUCATION
MONTHLY SUMMARY FINANCIAL REPORT
For 9 Months Ended March 31, 2012**

OBJ #	DESCRIPTION	Adopted Annual Budget w/Transfers	Monthly Budget	Monthly Actual	\$ Variance (Over) Under	Year To Date Budget	Year To Date Actual	Year To Date \$ Variance (Over)Under	
100	TOTAL SALARIES	7,221,944	598,696	558,677	40,019	4,744,118	4,658,745	85,373	1.
200	TOTAL BENEFITS	2,579,599	209,395	167,729	41,666	1,716,260	1,661,892	54,368	2.
300	TOTAL PROFESSIONAL SERVICES	347,946	25,381	13,032	12,348	257,113	243,548	13,565	3.
400	TOTAL PROPERTY SERVICES	595,552	67,505	96,850	(29,344)	401,675	409,243	(7,568)	4.
500	TOTAL OTHER PURCHASED SERVICES	1,200,250	101,527	82,163	19,364	881,225	841,860	39,365	5.
600	TOTAL SUPPLIES & MATERIALS	303,567	20,936	11,397	9,539	172,232	170,698	1,535	6.
700	TOTAL PROPERTY	33,000	3,276	2,377	899	22,573	15,020	7,554	7.
800	TOTAL DUES AND FEES	62,082	2,264	323	1,941	55,290	27,695	27,595	8.
	TOTAL ADOPTED BUDGET	12,343,940	1,028,979	932,547	96,432	8,250,487	8,028,701	221,786	

COMMENTS

1. Savings realized from staffing changes and retirements \$85,373.
2. FICA Payroll Tax Savings \$8,792; Life Ins. Savings \$8,116; Retirement Sick Pay Out (\$2,013); Health Insurance Savings \$39,473.
3. Software Support Timing \$6,985; Legal Fees Timing \$6,580.
4. Service contracts incl. custodial service (\$29,017); Building Improvement (\$17,960); Repairs Timing \$18,110
Utilities Electric & Water Timing \$21,299
5. Liability Ins. Savings \$4,085; Work Comp Ins Timing \$5,634; Interns Savings \$10,510; Tution Savings (Wintergreen) \$11,092
Other Purchased Services Timing \$8,044.
6. Books & AV timing \$1,535.
7. Equipment Timing \$6,650; Furniture Timing \$1,004.
8. Unemployment (\$2,949); Non-Public timing \$30,544

SPECIAL EDUCATION BREAKOUT

OBJ #	DESCRIPTION	Adopted Annual Budget	Monthly Budget	Monthly Actual	\$ Variance (Over) Under	Year To Date Budget	Year To Date Actual	Year To Date Variance (Over)Under
390	OT/PT SERVICES	37,500	3,750	5,962	(2,212)	33,750	34,585	(835)
3901	CONSULTANTS	18,000	1,800	2,021	(221)	16,200	7,600	8,600
510	TRANSPORTATION	128,300	12,830	26,602	(13,772)	115,470	106,065	9,405
560	TUITION	142,000	14,200	0	14,200	127,800	131,636	(3,836)
	TOTALS	325,800	32,580	34,585	(2,005)	293,220	279,886	13,334

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL FINANCIAL REPORT**

For 9 Months Ended: March 31, 2012

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	613,200		451,858	149,730	98%	11,612		11,612
120	Teachers - Regular	4,252,008		2,739,688	1,533,376	100%	(21,056)		(21,056)
120	Teachers - Special Education	773,051		461,776	266,007	94%	45,268		45,268
1201	Psychologist	156,537		106,370	50,167	100%	0		0
1203	Counselor	37,643		23,266	14,377	100%	(0)		(0)
	Sub-Total Certified Salaries	5,832,439	-	3,782,958	2,013,657	99%	35,825	-	35,825
1303	Custodians	355,650		168,493	75,671	69%	111,486	24,045	87,441
140	Nurses	124,801		77,485	34,694	90%	12,622	8,700	3,922
150	Secretaries, Clerical	292,729		227,777	64,506	100%	446		446
160	Paraprofessionals	385,172		228,615	156,115	100%	442		442
1601	Special Education Paraprofess.	201,945		159,522	54,599	106%	(12,176)		(12,176)
190	Salaries, Miscellaneous	29,208		13,895	5,574	67%	9,739	9,739	-
	Sub-Total Non-Certified Salaries	1,389,505	-	875,787	391,159	91%	122,559	42,484	80,075
	TOTAL SALARIES	7,221,944	-	4,658,745	2,404,815	98%	158,383	42,484	115,899
1906	Retirement - Sick Pay-Out	25,000		27,013	-	108%	(2,013)	-	(2,013)
220	FICA	216,262		125,304	-	58%	90,958	76,040	14,918
230	Merf	130,281		121,327	-	93%	8,954	34,318	(25,364)
270	Medical Insurance	2,157,896		1,369,315	599,567	91%	189,014	92,485	96,529
280	Life Insurance	34,960		14,286	5,141	56%	15,534	3,950	11,584
2902	Other Employee Benefits	15,200		4,647	4,066	57%	6,487	6,487	-
	TOTAL BENEFITS	2,579,599	-	1,661,892	608,774	88%	308,933	213,279	95,654

**WOODBIDGE BOARD OF EDUCATION
MONTHLY DETAIL FINANCIAL REPORT**

For 9 Months Ended: March 31, 2012

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
320	Professional Development	67,625		23,110	44,515	100%	-	-	-
330	Legal Fees	35,000		21,895	13,106	100%	-	-	-
340	Software Support	12,828		5,843	4,413	80%	2,572	2,572	-
350	Substitutes	28,000		29,100	-	104%	(1,100)	-	(1,100)
390/01	OT/PT/Consultant Services	55,500		41,126	5,874	85%	8,500	8,500	-
3902	Financial Audit	14,691		675	14,016	100%	-	-	-
390	Other Prof/Tech. Services	134,302		121,800	6,700	96%	5,802	5,802	-
	TOTAL PROFESSIONAL SERVICES	347,946	-	243,548	88,624	95%	15,773	16,874	(1,100)
410/01	Utilities - Electric and Water	253,511		120,231	125,754	97%	7,526	-	7,526
420	Heating Oil	151,673		90,361	59,369	99%	1,943	-	1,943
430	Repairs and Maintenance	39,898		15,360	24,538	100%	-	-	-
450	Leases and Rentals	49,430		30,157	19,273	100%	-	-	-
4501	Building Improvements	28,500		61,147	17,353	275%	(50,000)	-	(50,000)
490	Other Purchased Services	22,000		14,956	6,880	99%	164	-	164
4901	Service Contracts	50,540		77,031	10,202	173%	(36,694)	-	(36,694)
	TOTAL PROPERTY SERVICES	595,552	-	409,243	263,371	113%	(77,061)	-	(77,061)
510	Pupil Transportation-Regular	434,349		318,562	95,521	95%	20,266	-	20,266
510	Pupil Transportation-Spec. Educ.	115,000		92,586	36,522	112%	(14,109)	-	(14,109)
520	Insurance-General Liability	89,926		85,841	-	95%	4,085	-	4,085
5201	Worker's Compensation	95,784		88,419	-	92%	7,365	6,000	1,365
530	Telephone Services	18,554		11,239	7,136	99%	179	-	179
535	Internet	12,100		1,220	6,091	60%	4,789	4,000	789
537	Postage	5,500		3,263	1,275	83%	962	962	-
540	Advertising	2,800		4,665	3,555	294%	(5,420)	3,000	(8,420)
550	Interns	127,710		72,411	40,589	88%	14,710	4,200	10,510
560	Tuition	282,102		162,091	104,592	95%	15,419	34,000	(18,581)
590	Other Purchased Services	16,425		1,564	11,000	76%	3,861	3,861	-
	TOTAL OTHER PURCH SERVICES	1,200,250	-	841,860	306,282	96%	52,108	56,024	(3,916)

**WOODBRIAGE BOARD OF EDUCATION
MONTHLY DETAIL FINANCIAL REPORT**

For 9 Months Ended: March 31, 2012

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
610	Instructional Supplies	146,700		92,069	8,528	69%	46,103	46,103	-
620	Computer Software	53,580		23,811	3,800	52%	25,969	25,969	-
625	Supplies Nurses	1,800		280	459	41%	1,061	1,061	-
630	Supplies Custodial	45,792		27,902	17,890	100%	-	-	-
635	Supplies Office	12,000		8,614	218	74%	3,167	3,167	-
640	Books and Audio Visual	16,000		4,930	10,756	98%	314	314	-
645	Subscriptions	13,995		6,327	-	45%	7,668	7,668	-
650	Testing	10,000		6,278	529	68%	3,193	3,193	-
690	Misc. Supplies	3,700		485	-	13%	3,215	3,215	-
	TOTAL SUPPLIES & MATERIALS	303,567	-	170,698	42,179	70%	90,691	90,691	-
730	Equipment - Office	-				0%	-	-	-
732	Computer Hardware	10,600		6,860	704	71%	3,036	3,036	-
735	Equipment - Teaching	15,550		3,947	4,752	56%	6,851	6,851	-
740	Equipment - Building	4,600		4,001	-	87%	599	599	-
745	Furniture	2,250		211	-	9%	2,039	2,039	-
	TOTAL PROPERTY	33,000	-	15,020	5,456	62%	12,525	12,525	-
810	Dues and Fees	20,151		16,004	25	80%	4,122	4,122	-
825	Unemployment	5,835		7,572	4,263	203%	(6,000)	-	(6,000)
900	Other Fees	36,096		4,119	1,107	14%	30,870	30,870	-
	TOTAL DUES AND FEES	62,082	-	27,695	5,395	53%	28,992	34,992	(6,000)
	TOTAL ADOPTED BUDGET	12,343,940	-	8,028,701	3,724,895	95%	590,344	466,868	123,476

Woodbridge Board of Education
Expenditures by Object
Financial Analysis
For Fiscal Year 2011 - 2012

March 2012

OBJECTS 110-120 – CERTIFIED STAFF

The net projected surplus reflects savings realized from staff retirements and the interim principal vacancy savings.

OBJECT 1303 – CUSTODIANS

We are projecting a surplus as a result of staffing changes and the use of a service contractor to aide in the building cleaning. Projections reflect the remedies mandated by a decision rendered by the Connecticut Labor Board.

OBJECTS 140 – NURSES SALARIES

The surplus reflects projected savings realized from vacancy savings.

OBJECT 1601 – TEACHER ASSISTANTS

We are currently projecting a deficit in this account due to increased level of services, which occurred after the budget submission, obligated under the special needs students' IEP

OBJECT 1906 Retirement-Sick Pay-Out

We are projecting a deficit in this account due to contractual payouts connected with a retirement announcement after the budget submission.

OBJECT 220 - FICA

We are projecting a surplus in this account as a result of the use of a service contractor (non-employee) to aide in the building cleaning.

OBJECT 230 - MERF

We are projecting a deficit in this account as a result of the increased employer contribution charges passed through by the state of Connecticut as the pension plan administrator. The projected deficit is also a result of remedies mandated by a decision rendered by the Connecticut Labor Board.

OBJECT 270– MEDICAL INSURANCE

The projected surplus is a result of favorable premium renewal rates coupled with a favorable final enrollment census. We will continue to monitor monthly.

OBJECT 280– LIFE INSURANCE

The projected surplus is a result of favorable premium renewal rates.

OBJECT 350 - SUBSTITUTES

The projected deficit is the result of a mid-year employee leave of absence.

OBJECT 410 – UTILITIES ELECTRIC AND WATER

The projected surplus is a result of anticipated savings on consumption.

OBJECT 420 – HEATING OIL

The projected surplus is a result of anticipated savings on consumption.

OBJECT 4501 – BUILDING IMPROVEMENTS

The projected deficit is a result of an encumbrance for partial costs of replacing the North Playground.

OBJECT 4901 – SERVICE CONTRACTS

The projected deficit is the result of using a service contractor for custodial services. The anticipated surplus in custodial salaries and benefits is greater than the anticipated deficit in this account.

OBJECT 510 PUPIL TRANSPORTATION

The net surplus is due to amended service for outplacement transportation arrangements.

OBJECT 520 INSURANCE GENERAL LIABILITY

The projected savings is a result of favorable premium renewal.

OBJECT 5201 INSURANCE WORKER'S COMPENSATION

The projected savings is a result of favorable premium renewal.

OBJECT 530 – TELEPHONE SERVICES

The projected savings is a result of anticipated savings based on year to date trends.

OBJECT 540 – ADVERTISING

The projected deficit is a result of consultant fees and related services for the upcoming Principal search.

OBJECT 550 – INTERNS

The projected savings is the result of a vacancies during the school year.

OBJECT 560 – TUITION

The projected deficit is a result of mandated outplacement services.

OBJECT 825 - UNEMPLOYMENT

The projected deficit is a result of year to date claims.

Woodbridge Board of Education
Combining Balance Sheets as of 03/31/12 (Unaudited)

	Special Revenue					Agency
	Total	Café	Extended Day	Field Trips	Expendable Trust/SEP	Activity Fund
Assets:						
Cash	\$ 257,044	\$ 63,289	\$ 105,786	\$ 3,648	\$ 28,516	\$ 55,805
Prepaid expenses	-					
Accounts receivable	4,352	2,347	735	\$ 998	\$ 272	
Intergovt Receivable	11,960	11,960				
Inventory	5,789	5,789				
Total Assets	279,145	83,385	106,521	4,646	28,788	55,805
Liabilities and Fund Balance						
Liabilities:						
Amounts held as agent	-					
Accounts payable	68,441	14,305	54,136			
Deferred revenue	845	-	845			
Wages payable	-	-				
Total Liabilities	69,286	14,305	54,981	-	-	-
Fund Balance	209,859	69,080	51,540	4,646	28,788	55,805
Total Liabilities and Fund Balance	\$ 279,145	\$ 83,385	\$ 106,521	\$ 4,646	\$ 28,788	\$ 55,805
Summary of Fund Balance Components						
				Café	Extended Day	SEP
Current Fund Balance				\$ 69,080	\$ 51,540	\$ 12,849
Baseline - Minimum Fund Bal (30 Day Expenses Average)				\$ 17,000	\$ 28,000	\$ 10,000
Operating Reserve Fund Bala (90 Day Expenses Average)				\$ 51,000	\$ 84,000	\$ 30,000
# of Days Expenses in Fund Balance				\$ 122	\$ 55	\$ 39
Fund Balance Excess				\$ 18,080	\$ -	\$ -
Activity Fund Breakdown						
Administrative Fund						\$ -
Drama						748
Lego Club						1,557
ODAC						459
North Playground						52,500
PTO						166
Technology						\$ 375
Total						\$ 55,805

Woodbridge Board of Education
Combining Statement of Revenues & Expenditures
for the 9 Months Ended 3/31/12 (Unaudited)

	Special Revenue						Agency Activity Fund
	Total	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	
Revenues:							
Charges for services	\$ 553,714	\$ 156,553	\$ 274,692	\$ 31,391	\$ 88,676	\$ 2,402	
Intergovernmental	27,323	27,323					
Donations	-						
Other income	57	57					
Additions	-						
Total revenues/additions	581,094	183,933	274,692	31,391	88,676	2,402	-
Expenditures:							
Wages, FICA, MERF	362,897	70,568	215,641		73,701	2,987	
Medical Insurance	-	-					
Cost of food sold	77,728	77,728					
Equipment	1,364	449	915				
Other Expenses	111,499	9,120	63,739	30,436	8,204		
Deductions	-	-					
Total expenditures/deductions	553,488	157,865	280,295	30,436	81,905	4,118	\$ -
Excess (deficiency) of revenues over expenditures before operating transfer in	26,475	26,068	(5,603)	955	6,771	(1,716)	
Operating transfer in	-	-	-				
Excess (deficiency) of revenues over expenditures after operating transfer in	26,475	26,068	(5,603)	955	6,771	(1,716)	
Fund Balance, ending	\$ 154,054	\$ 69,080	\$ 51,540	\$ 4,646	\$ 12,849	\$ 15,939	
BOE Year to Date Cost of Health Insurance		\$ 17,202					

Woodbridge School District
School Cafeteria Financial

	MARCH 2012			FISCAL YEAR TO DATE		
	Budget	Actual	Variance	Budget	Actual	Variance
<u>Sales Revenue</u>						
Sales	20,653	23,996	3,343	131,785	156,553	24,768
Government Grants	2,913	3,496	583	18,586	27,323	8,737
Other Income	3	5	2	18	57	39
Total Operating Revenue	23,568	27,497	3,929	150,389	183,933	33,544
<u>Cost of Food</u>	9,882	15,148	(5,266)	63,056	77,728	(14,672)
Gross Profit	13,687	12,349	(1,338)	87,333	106,205	18,872
<u>Labor Costs</u>						
Salaries/Taxes/Retirement	9,386	8,828	558	75,088	70,568	4,520
Medical Insurance	0	0	0	0	-	0
Total Labor Cost	9,386	8,828	558	75,088	70,568	4,520
Other Expenses	791	1,023	(232)	5,050	9,569	(4,519)
Total Expenses	20,059	24,999	(4,940)	143,194	157,865	(14,671)
Income (Loss) from Operations	3,509	2,498	(1,011)	7,195	26,068	18,873
Board Subsidy	-	-	-	-	-	-
Total Net Income (Loss)	3,509	2,498	(1,011)	7,195	26,068	18,873
<u># Meals</u>						
Free	326	696	370	2,081	3,742	1,661
Reduced	110	81	(29)	704	615	(89)
Total Meals	5,822	6,070	249	37,547	39,748	2,201