

Agenda

I. **Call to Order / WebEx Login**

<https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m4a8f5282976d4a30ae06b01ef7aa3425>

Meeting Number (access code): 2492 623 9011

Meeting Password: y7Prp6FhpV5

This meeting will be fully remote and conducted electronically via WebEx with the link provided above.

II. **Public Comment - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. Public Comments may be submitted electronically to mdegennaro@woodbridgeps.org***

III. **Items for Discussion**

- A. Budget Narrative Report
- B. Budget Summary Report
- C. Budget Detail Report
- D. Combining Financial Statements

IV. **Public Comment - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. Public Comments may be submitted electronically to mdegennaro@woodbridgeps.org***

V. **Adjourn**

Woodbridge Public School's 2023-2024 Budget Narrative

February 12, 2024

The attached financial reports represent seven months (58%) of the fiscal year.

100 Series Salaries - Salaries represent 61% of the budget. Two teacher resignations which were filled for a period of time by substitutes gave us additional salary savings in this category. We continue to average between 4-7 vacant paras. We have not yet been able to hire a part time school Psychologist, so we decreased the estimate of what we will spend in that category for the year. We are recording the new SRO position in non-certified salaries. The net of all these items has us showing \$131K of salary savings on the year which is about \$24K less than the prior month. In January we were able to hire one vacant para. Two newly hired 6th grade teachers have been hired at a slightly higher rate than was estimated last month.

200 Series Benefits – Benefits are 21% of our budget is based on the elections of last year's staff. Our insurance expenses are running on track with the budget. Continued vacancies have us trending upward to additional savings in CMERS and payroll taxes. We are now estimating \$70K of savings over \$29K in the prior month. Another reason for our CMERS being materially under budget is that in March the State indicated that our CMERS rate would 19.57%, but we were later informed in June that rate was decreased to 15.77%.

300 Series Purchased Professional Services- This category represents 3% of our budget and includes legal, audit and other expenses that are generated on a month-by-month basis. With the two previously mentioned teacher vacancies being staffed by long term substitutes, this line is trending \$15K over budget. We still have the savings from employing our School Resource Officer directly and not as a Professional Service giving this category a net \$100K savings. This is about \$20K less than December due to committing to Phases I & II of the CSG proposal.

400 Series Purchased Property Services - Purchased Property Services are 4% of the total budget and have been increased over the previous year to keep up with higher natural gas prices. The combination of mild to average winter coupled with the pool being empty for 6 months has allowed us to increase our utility savings estimate. The pool is now filled so we do not expect these savings to continue to grow. Total projected savings of \$53K is \$45K higher than the prior month.

500 Series Other Purchased Services - This category is 9% of our budget and includes student transportation, tuition, interns, liability insurance and items that do not fall within the professional services/property services categories. We expect some small savings in our Worker's Comp and Liability insurance expenses, as well a small amount of saving in Internet expense. Additional outplaced tuition and transportation expenses continue to come in and we are now estimating that this category will go over budget by \$100K. This overage is \$45K larger than last month.

600 Series Materials and Supplies – These supplies account for 2% of our budget. With the exception of custodial/maintenance supplies, this category is direct support for classroom instruction. There is a large custodial supply blanket PO open is causing this category to be \$15K over budget. It's possible this PO can come down. More investigation will be done during the month of February.

700 Series Furniture and Equipment - This category represents 6/10 of one percent of the budget and we anticipate utilizing all of the funds before the end of the fiscal year. Previously we were showing a savings due to the pre-purchase of some student devices with last year's surplus, but we now anticipate spending all of the funds.

800 Series Dues and Fees – This budget category is small but important as it links staff to professional organizations that help keep them up-to-date in their respective academic fields. We anticipate utilizing all available fund.

900 Series Misc. Expenses - The primary expense in this category is the Ezra Nurse, a non-public health expense we are required by law to maintain.

**WOODBIDGE BOARD OF EDUCATION
MONTH SUMMARY REPORT
FOR THE MONTH ENDED 01-31-2024**

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	10,298,303	280,131	148,591	131,540
200	TOTAL BENEFITS	3,497,674	1,205,260	1,134,259	71,002
300	TOTAL PROFESS. SERVICES	522,182	297,651	196,838	100,813
400	TOTAL PROPERTY SERVICES	728,899	344,833	291,185	53,648
500	OTHER SERVICES	1,512,357	96,920	197,624	(100,704)
600	SUPPLIES & MATERIALS	322,601	94,812	109,904	(15,091)
700	TOTAL PROPERTY SERVICES	98,400	73,420	73,420	-
800	TOTAL DUES, FEES, MISC.	36,675	14,191	14,191	-
TOTAL ADOPTED BUDGET		17,017,091	2,407,217	2,166,010	241,207

OBJECT	DESCRIPTION	ADOPTED BUDGET	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
390	OT/PT SERVICES/CONSULTING	41,800	(8,955)	-	(8,955)
510	TRANSPORTATION	225,274	(34,928)	-	(34,928)
560	TUITION SPECIAL ED	328,480	(73,236)	6,500	(79,736)
SPECIAL EDUCATION CARVEOUT		595,554	(117,119)	6,500	(123,619)

SUMMARY	
Special Ed Surplus / (Deficit)	(123,619)
Under / (Over) Spending in OTHER programs	364,825
Total Surplus / (Deficit) Projected	241,207

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED January 31, 2024**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	964,865	614,630	338,655	11,579		11,579
120	Teachers - Regular	5,808,080	2,946,121	2,680,623	181,337	112,125	69,212
120	Teachers - Special Education	948,002	499,784	449,718	(1,500)		(1,500)
1201	Psychologist	201,290	59,550	77,415	64,325	20,000	44,325
1203	Counselor	52,573	40,019	26,286	(13,732)		(13,732)
Sub-Total Certified Salaries		7,974,810	4,160,104	3,572,697	242,009	132,125	109,884
1303	Custodians	450,218	288,124	129,999	32,095	27,000	5,095
140	Nurses	170,995	86,509	85,818	(1,332)		(1,332)
150	Secretaries, Clerical	383,229	236,905	141,719	4,606	2,466	2,140
160	Paraprofessionals	581,232	280,440	239,142	61,650	15,000	46,650
1601	Special Education Paraprofess.	545,517	264,619	254,334	26,565	(28,000)	54,565
170/10	Salaries OT / PT	60,793	56,322	56,322	(51,851)		(51,851)
190	IT Manager	79,568	51,772	27,409	387		387
190	Salaries, Miscellaneous	51,941	45,422	40,517	(33,998)		(33,998)
Sub-Total Non-Certified Salaries		2,323,493	1,310,112	975,260	38,121	16,466	21,655
TOTAL SALARIES		10,298,303	5,470,216	4,547,956	280,131	148,591	131,540
220	FICA	303,375	153,104		150,271	134,729	15,542
230	CMERS	498,265	213,084		285,181	228,000	57,181
270	Medical Insurance	2,649,631	1,897,394	368	751,869	751,869	-
280	Life Insurance	29,353	20,491		8,862	10,584	(1,722)
2902	Other Employee Benefits	17,050	7,973		9,077	9,077	-
TOTAL BENEFITS		3,497,674	2,292,046	368	1,205,260	1,134,259	71,002
320	Professional Development	45,425	4,965	216	40,245	40,245	-
330	Legal Fees	62,000	22,724	-	39,276	39,276	-
340	Software Support	26,959	22,587	-	4,372	4,372	-
350	Substitutes	143,000	82,735		60,265	75,265	(15,000)
390/01	Consultant Services	41,800	11,320	39,435	(8,955)		(8,955)
3902	Financial Audit	32,680			32,680	32,680	-
390	Other Prof/Tech. Services	170,318	14,020	26,530	129,767	5,000	124,767
TOTAL PROFESSIONAL SERVICES		522,182	158,351	66,181	297,651	196,838	100,813
410/01	Utilities - Electric and Water	205,500	73,629		131,871	106,871	25,000
420	Heating	151,602	31,396		120,206	75,000	45,206
430	Repairs and Maintenance	72,000	49,243	6,801	15,956	15,956	-
450	Leases and Rentals	109,123	80,878		28,245	40,745	(12,500)
4501	Building Improvements	-		4,058	(4,058)	-	(4,058)
490	Other Purchased Services	27,412	17,037		10,375	10,375	-
4901	Service Contracts	163,262	86,361	34,663	42,238	42,238	-
TOTAL PROPERTY SERVICES		728,899	338,544	45,522	344,833	291,185	53,648
510	Pupil Transportation-Regular	457,642	323,004		134,638	134,638	-
510	Pupil Transportation-Spec. Educ.	225,274	120,042	140,161	(34,928)		(34,928)
520	Insurance-General Liability	134,307	93,895	36,142	4,271	-	4,271
5201	Worker's Compensation	239,734	116,657	114,702	8,375	-	8,375
530	Telephone Services	17,070	11,904		5,166	7,366	(2,200)

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED January 31, 2024**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
535	Internet	27,500	18,668	6,318	2,514		2,514
537	Postage	4,400	2,970		1,430	1,430	-
540	Advertising	1,000			1,000	-	1,000
550	Interns	57,000	23,650		33,350	33,350	-
560	Tuition - Wintergreen	6,000			6,000	6,000	-
560	Tuition - Out of District	328,480	139,288	262,427	(73,236)	6,500	(79,736)
590	Other Purchased Services	13,950	5,340	271	8,340	8,340	-
TOTAL OTHER PURCH SERVICES		1,512,357	855,417	560,020	96,920	197,624	(100,704)
610	Instructional Supplies	115,185	51,299	19,111	44,775	44,775	-
620	Computer Software	73,796	41,880		31,916	31,916	-
625	Supplies Nurses	5,370	2,181	8	3,180	3,180	-
630	Supplies Custodial	52,300	29,095	34,714	(11,510)		(11,510)
635	Supplies Office	12,800	2,370	242	10,188	10,188	-
640	Books and Audio Visual	16,000	6,299	4,420	5,281	5,281	-
645	Subscriptions	26,500	10,936	1,000	14,564	14,564	-
650	Testing	17,650	15,642	4,632	(2,623)		(2,623)
690	Misc. Supplies - DW Security	3,000	3,914	44	(958)		(958)
TOTAL SUPPLIES & MATERIALS		322,601	163,617	64,172	94,812	109,904	(15,091)
730	Equipment - Office	-			-		-
732	Computer Hardware	76,500	11,801	6,463	58,236	58,236	-
735	Equipment - Teaching	10,900	-	1,957	8,943	8,943	-
740	Equipment - Building	5,000	1,153	-	3,847	3,847	-
745	Furniture	6,000	3,606		2,394	2,394	-
TOTAL PROPERTY		98,400	16,560	8,420	73,420	73,420	-
810	Dues and Fees	23,475	21,280	1,138	1,057	1,057	-
900	Other Fees	13,200	67		13,133	13,133	-
TOTAL DUES AND FEES		36,675	21,346	1,138	14,191	14,191	-
TOTAL ADOPTED BUDGET		17,017,091	9,316,096	5,293,778	2,407,217	2,166,010	241,207

**WOODBRIIDGE BOARD OF EDUCATION
SPECIAL REVENUE PROGRAMS
FINANCIAL REPORT FOR THE MONTH ENDED 1-31-2024**

	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Revenues:					
Charges for services	\$143,438	\$171,350	\$8,058	\$88,728	\$0
Intergovernmental	\$67,163	\$0	\$0	\$0	
Donations	\$0	\$0	\$0	\$1,000	\$0
Other income	\$0	\$0	\$0	\$0	
Additions	\$0	\$0	\$0	\$0	
Total Revenues:	\$210,602	\$171,350	\$8,058	\$89,728	\$0
Expenditures:					
Wages, FICA, MERF	\$103,785	\$123,572	\$0	\$71,432	\$0
Medical Insurance	\$0	\$0	\$0		
Cost of food sold	\$93,284	\$0	\$0		
Equipment	\$0	\$6,584	\$0		
Repairs	\$10,803	\$0	\$0		
Other Expenses	\$2,824	\$30,805	\$15,534	\$2,462	\$0
Total Expenditures:	\$210,696	\$160,960	\$15,534	\$73,895	\$0
Year to Date Net Income / (Loss):	(\$95)	\$10,390	(\$7,475)	\$15,833	\$0
BOE Year to Date Cost of Health Insurance	\$7,255				
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Assets:					
Cash	\$317,005	\$134,562	\$467	\$94,153	\$20,994
Prepaid Expenses	\$0	\$0	\$0	\$0	\$0
Accounts Receivable	\$4,547	\$250	\$11	\$3,329	\$0
Intergovernment Receivable	\$25,367	\$0	\$0	\$0	\$0
Inventory	\$7,830	\$0	\$0	\$0	\$0
Total Assets:	\$354,749	\$134,812	\$478	\$97,482	\$20,994
Liabilities:					
Amounts Held As Agent	\$0	\$0	\$0	\$0	\$0
Accounts Payable	\$3,459	\$0	\$0	\$0	\$0
Deferred Revenue	\$31,786	\$5,805	\$0	\$0	\$0
Wages Payable	\$5,585	\$0	\$0	\$0	\$0
Due To Other Funds		\$45,737	\$404	\$181	\$2,600
Total Liabilities:	\$40,829	\$51,542	\$404	\$181	\$2,600
Fund Balance:					
Prior Year Ending Fund Balance	\$314,014	\$72,880	\$7,549	\$81,468	\$18,394
Year to Date Income / (Loss)	(\$95)	\$10,390	(\$7,475)	\$15,833	\$0
Current Fund Balance	\$313,919	\$83,270	\$74	\$97,301	\$18,394
	\$0	-	0	-	-
	Café	Extended Day	Field Trips	Expendable Trust	Activity Fund
Current Fund Balance	\$313,919	\$83,270	N/A	N/A	N/A
Baseline - Minimum Fund Balance (30 days)	\$21,788	\$37,731	N/A	N/A	N/A
Operating Reserve Fund Balance (90 days)	\$65,364	\$113,194	N/A	N/A	N/A
# of Days Expenses in Fund Balance	432	66	N/A	N/A	N/A
Fund Balance Excess	\$248,555	(\$29,924)	N/A	N/A	N/A