

Agenda

- I. **Call to Order**
- 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
 - E. Internal Control Procedures Update
- 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 2025-2026 Budget Narrative

January 31, 2026

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

100 Series Salaries - Salaries represent 61% of the budget. The savings in the certified category increased by \$44K because we moved some additional teacher expense to the grant fund to be covered by PreK tuition, and we removed the placeholder for an additional PreK section in the second half of the school year. Those reductions in future expenses were offset slightly for honorarium payments that will be due to our two teacher retirees at the end of this year. Savings in the non-certified category is due remained roughly the same as the prior month. Overall our salary savings are estimated at \$273K for the year.

200 Series Benefits – Benefits are 21% of our budget is based on the elections of last year's staff. With the recent hiring of some vacant para positions we are now estimating a little less surplus in FICA and CMERS, but we estimate a little less overage in health insurance. Overall the benefits category is showing an estimated deficit of \$31K for the year. This is due mainly to a few more employees taking our health insurance than was budgeted.

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. The overall deficit in this category increased about \$4K to \$20K as additional legal expenses are incurred in special education.

400 Series Purchased Property Services - Utility budgets are 4% of the total budget. We've had another very cold month and both our electric and heating lines are ahead of where they were last year at this time. We have therefor estimated additional utility expense for the year and now anticipate this category being \$58K over budget. In addition to the projected overage in utilities, we had an unbudgeted \$20K increase in our micorturbine maintenance agreement.

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. The overall estimated deficit of \$78K increased by about \$11K this month due to additional special education transportation expenses required and the liability insurance premium for the district's medical advisor.

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. We anticipate utilizing all of these funds.

700 Series Furniture and Equipment - This category represents 6/10 of one percent of the budget and we currently project to utilize all budgeted 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.

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 1-31-2026**

OBJECT	DESCRIPTION	ADOPTED BUDGET	EXPENDED TO DATE	ENCUMBERED TO DATE	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
100	TOTAL SALARIES	11,288,309	5,035,881	5,932,244	320,185	47,054	273,130
200	TOTAL BENEFITS	3,707,798	2,127,561	-	1,580,237	1,611,899	(31,662)
300	TOTAL PROFESS. SERVICES	533,224	174,176	69,632	289,416	309,446	(20,030)
400	TOTAL PROPERTY SERVICES	671,312	404,421	62,524	204,367	262,571	(58,204)
500	OTHER SERVICES	1,797,314	1,010,340	781,487	5,486	83,877	(78,390)
600	SUPPLIES & MATERIALS	386,993	194,952	24,959	167,082	167,082	-
700	TOTAL PROPERTY SERVICES	108,800	81,484	905	26,411	26,411	-
800	TOTAL DUES, FEES, MISC.	32,105	22,773	1,982	7,350	7,350	-
TOTAL ADOPTED BUDGET		18,525,855	9,051,589	6,873,733	2,600,533	2,515,690	84,844

OBJECT	DESCRIPTION	ADOPTED BUDGET	EXPENDED TO DATE	ENCUMBERED TO DATE	TOTAL AVAILABLE	ESTIMATED ADDITIONAL	(OVER) UNDER YEAR END
390	SPED SERVICES/CONSULTING	216,380	53,982	46,516	115,882	87,882	28,000
510	TRANSPORTATION	329,662	142,059	203,883	(16,280)	23,000	(39,280)
560	TUITION SPECIAL ED	373,480	236,523	238,058	(101,101)	-	(101,101)
SPECIAL EDUCATION CARVEOUT		919,522	432,563	488,457	(1,498)	110,882	(112,380)

SUMMARY	
Special Ed Surplus / (Deficit)	(112,380)
Under / (Over) Spending in OTHER programs	197,224
Total Surplus / (Deficit) Projected	84,844

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED January 31, 2026**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	1,029,488	591,947	436,025	1,515		1,515
120	Teachers - Regular	6,117,471	2,545,900	3,319,157	252,415	75,675	176,740
120	Teachers - Special Education	1,181,574	539,947	676,422	(34,795)	(40,788)	5,993
1201	Psychologist	212,415	74,385	101,433	36,597		36,597
1203	Counselor	127,308	68,774	105,020	(46,487)		(46,487)
Sub-Total Certified Salaries		8,668,256	3,820,953	4,638,058	209,246	34,888	174,358
1303	Custodians	480,915	268,488	214,592	(2,165)	(2,165)	-
140	Nurses	191,188	84,872	100,259	6,057	6,057	-
150	Secretaries, Clerical	450,466	235,106	200,117	15,244	4,500	10,744
160	Paraprofessionals	364,785	99,731	122,930	142,123		142,123
1601	Special Education Paraprofess.	857,412	382,942	501,955	(27,485)	(10,725)	(16,760)
170/10	Salaries OT / PT	93,940	61,706	90,559	(58,325)		(58,325)
190	IT Manager and Asst.	83,596	48,976	38,261	(3,641)		(3,641)
190	Salaries, Miscellaneous	97,751	33,106	25,514	39,131	14,500	24,631
Sub-Total Non-Certified Salaries		2,620,053	1,214,928	1,294,186	110,939	12,167	98,772
TOTAL SALARIES		11,288,309	5,035,881	5,932,244	320,185	47,054	273,130
220	FICA	337,719	137,007		200,712	171,311	29,401
230	CMERS	457,843	144,190		313,653	297,176	16,478
270	Medical Insurance	2,866,923	1,827,683		1,039,240	1,120,290	(81,050)
280	Life Insurance	34,463	17,923		16,540	13,030	3,510
2902	Other Employee Benefits	10,850	758		10,092	10,092	-
TOTAL BENEFITS		3,707,798	2,127,561	0	1,580,237	1,611,899	(31,662)
320	Professional Development	37,325	5,972	573	30,780	30,780	-
330	Legal Fees	55,000	35,488	22,543	(3,030)	15,000	(18,030)
340	Software Support	30,250	18,377		11,873	11,873	-
350	Substitutes	149,435	57,907		91,528	91,528	-
390/01	Consultant Services	216,380	53,982	46,516	115,882	87,882	28,000
3902	Financial Audit	29,400			29,400	29,400	-
390	Other Prof/Tech. Services	15,434	2,451		12,983	42,983	(30,000)
TOTAL PROFESSIONAL SERVICES		533,224	174,176	69,632	289,416	309,446	(20,030)
410/01	Utilities - Electric and Water	165,500	108,704		56,796	70,000	(13,204)
420	Heating	105,000	65,706		39,294	64,294	(25,000)
430	Repairs and Maintenance	84,000	21,157	18,156	44,687	44,687	-
450	Leases and Rentals	110,123	76,806		33,317	33,317	-
4501	Building Improvements	10,500			10,500	10,500	-
490	Other Purchased Services	27,620	18,061	8,421	1,138	1,138	-
4901	Service Contracts	168,569	113,987	35,947	18,635	38,635	(20,000)
TOTAL PROPERTY SERVICES		671,312	404,421	62,524	204,367	262,571	(58,204)
510	Pupil Transportation-Regular	524,118	230,260	247,842	46,016	8,000	38,016
510	Pupil Transportation-Spec. Educ.	329,662	142,059	203,883	(16,280)	23,000	(39,280)
520	Insurance-General Liability	155,209	144,662	23,480	(12,933)		(12,933)
5201	Worker's Compensation	284,804	204,673	68,224	11,907		11,907
530	Telephone Services	18,531	14,323		4,208	9,208	(5,000)
535	Internet	25,120	18,334		6,786	6,786	-
537	Postage	6,840	672		6,168	6,168	-

**WOODBRIIDGE BOARD OF EDUCATION
MONTHLY DETAIL BY OBJECT
FOR THE MONTH ENDED January 31, 2026**

Object Code	Descriptions	Adopted Budget	Expended to Date	Encumbered to Date	Available Balance	Estimated Additional	Projected Year-End Balance
540	Advertising	1,000			1,000	1,000	-
550	Interns	57,000	16,500		40,500	16,500	24,000
560	Tuition - Wintergreen	6,000			6,000		6,000
560	Tuition - Out of District	373,480	236,523	238,058	(101,101)		(101,101)
590	Other Purchased Services	15,550	2,335		13,215	13,215	-
TOTAL OTHER PURCH SERVICES		1,797,314	1,010,340	781,487	5,486	83,877	(78,390)
610	Instructional Supplies	151,925	75,984	6,575	69,366	69,366	-
620	Computer Software	85,288	49,782		35,506	35,506	-
625	Supplies Nurses	5,370	3,228	820	1,322	1,322	-
630	Supplies Custodial	56,050	28,744	13,412	13,895	13,895	-
635	Supplies Office	13,000	3,999		9,001	9,001	-
640	Books and Audio Visual	18,000	11,903	2,374	3,723	3,723	-
645	Subscriptions	30,960	4,307	1,421	25,232	25,232	-
650	Testing	22,700	16,386	358	5,956	5,956	-
690	Misc. Supplies - DW Security	3,700	618		3,082	3,082	-
TOTAL SUPPLIES & MATERIALS		386,993	194,952	24,959	167,082	167,082	0
732	Computer Hardware	89,800	78,342	905	10,553	10,553	-
735	Equipment - Teaching	8,000			8,000	8,000	-
740	Equipment - Building	5,000	1,415		3,585	3,585	-
745	Furniture	6,000	1,728		4,272	4,272	-
TOTAL PROPERTY		108,800	81,484	905	26,411	26,411	-
810	Dues and Fees	22,605	19,741	1,982	882	882	-
900	Other Fees	9,500	3,033		6,467	6,467	-
TOTAL DUES AND FEES		32,105	22,773	1,982	7,350	7,350	-
TOTAL ADOPTED BUDGET		18,525,855	9,051,589	6,873,733	2,600,533	2,515,690	84,844

Vendor Setup Internal Control Procedure

Purpose

To establish internal controls over the creation of vendors in the financial system in order to reduce the risk of fraud, error, or unauthorized payments while recognizing staffing limitations within the Finance Department.

Scope

This procedure applies to all new vendor setups and vendor master file changes, including address or banking updates.

Roles & Responsibilities

- **Requesting Department:** Initiates vendor request and provides required documentation.
- **Accounts Payable (AP):** Enters approved vendors into the financial system.
- **Finance Director:** Reviews and approves all new vendors and performs periodic monitoring.

Procedure

1. Vendor Request Initiation

The requesting department must complete a Vendor Request Form and submit it to the Finance Department along with: - Completed W-9 (or W-8, if applicable) - Description of goods or services - Contact and remittance information

No vendor will be added without proper documentation.

2. Vendor Entry

The Accounts Payable staff member enters the vendor into the financial system based on the approved Vendor Request Form.

The individual entering the vendor may not approve the vendor.

3. Independent Review & Approval

The Finance Director reviews all vendor setup documentation prior to or immediately following entry to ensure: - Vendor name and Tax ID match the W-9 - Address and payment details are accurate - Vendor is not a duplicate - Vendor purpose is reasonable and appropriate

Approval is documented by signature/date on the Vendor Request Form or electronic approval.

4. Vendor Master File Monitoring

On a monthly or quarterly basis, the Finance Director reviews a Vendor Master File Change Report to identify: - Newly added vendors - Changes to address or banking information

The review is documented by initialing and dating the report.

5. Payment Authorization

The Finance Director retains final approval authority over payments. The individual who enters vendors does not have authority to release payments.

Compensating Controls

Due to limited staffing, management review and documented approval serve as compensating controls where full segregation of duties is not feasible.

Vendor Request Form

Vendor Name (Legal Name): _____

Business Address: _____

City, State, ZIP: _____

Phone Number: _____ **Email:** _____

Tax ID Type: EIN SSN

Tax ID Number: _____

Type of Vendor: Individual Company Government Non-Profit

Description of Goods/Services:

Requested By (Name & Dept): _____

Signature: _____ **Date:** _____

Finance Department Use Only

Vendor# _____ **Entered By:** _____ **Date:** _____

Reviewed & Approved By (Finance Director): _____

Signature: _____ **Date:** _____