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**Thomaston Board of Education  
Business and Financial Report**

**February 2016**

Respectfully submitted by Todd Bendtsen, Business Manager

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**Business Report**

**State Dept. of Education -2015/2016 Magnet School Transportation Grant Application**

**Thomaston Public School Memo – January 2016 Thomaston Board of Education Business and Finance Report (Draft)**

**Comprehensive Annual Financial Report of the Town of Thomaston, Year Ended June 30, 2015**

**Recommendations to Management for the year Ended June 30, 2015**

**State Department of Administrative Services, Division of Constructive Services – Modifications Request #FM-0010-16**

**State Department of Administrative Services, Division of Constructive Services – Modifications Request #FM-00111-16**

**Consultant Agreement for Business Office**

### 2015-2016 Budget Table without Encumbrances

The 2015-2016 Budget Table without Encumbrances shows the budget expended 62.14%. 2015-2016 budget expenditures paid in February 2016 are **\$1,225,588.38**. Last year at this time we were 60.98% expended.

Object and Description	Original Budget	Transfers	Adjusted Appropriation	Year-to-Date (YTD) Expended	Year-to-Date Percent Expended
<b>111 CERTIFIED PERSONNEL</b>	\$6,292,992.00	\$2,363.64	\$6,295,355.64	\$3,554,502.85	56.46%
<b>112 NON-CERTIFIED PERSONNEL</b>	\$1,594,962.00		\$1,594,962.00	\$1,142,279.22	71.62%
<b>200 EMPLOYEE BENEFITS</b>	\$2,810,176.00		\$2,810,176.00	\$1,756,846.04	62.52%
<b>300 OTHER PROF TECH SERVICE</b>	\$628,260.00	(\$14500.00)	\$613,760.00	\$417,578.11	68.04%
<b>400 PROPERTY SERVICE</b>	\$727,667.00	(\$12855.36)	\$714,811.64	\$378,760.30	52.99%
<b>510 PUPIL TRANSPORTATION</b>	\$806,668.00		\$806,668.00	\$642,947.09	79.70%
<b>521 LIABILITY INSURANCE</b>	\$375.00		\$375.00	\$215.00	57.33%
<b>560 TUITION</b>	\$554,031.00		\$554,031.00	\$414,542.27	74.82%
<b>563 SPECIAL EDU NON PUBLIC</b>	\$222,593.00		\$222,593.00	\$260,418.00	116.99%
<b>590 OTHER PURCHASED SERVICE</b>	\$125,108.00	\$7,726.00	\$132,834.00	\$69,079.56	52.00%
<b>611 INSTRUCTIONAL SUPPLIES</b>	\$156,265.00	(\$5,052.02)	\$151,212.98	\$113,173.67	74.84%
<b>641 TEXTBOOKS</b>	\$70,059.00	(\$2,313.64)	\$67,745.36	\$65,267.24	96.34%
<b>642 LIBRARY BOOKS &amp; PER</b>	\$20,530.00	\$749.59	\$21,279.59	\$10,094.51	47.44%
<b>690 OTHER SUPPLIES &amp; MATER</b>	\$206,812.00	(\$4,106.00)	\$202,706.00	\$132,914.09	65.57%
<b>730 INSTRUC T EQUIPMENT</b>	\$42,557.00	\$31,650.00	\$74,207.00	\$73,824.96	99.49%
<b>735 TECHNOLOGY SOFTWARE</b>	\$21,300.00		\$21,300.00	\$18,595.45	87.30%
<b>739 OTHER EQUIPMENT</b>	\$323,256.00	\$8996.98	\$332,252.98	\$45,000.06	13.54%
<b>810 DUES AND FEES</b>	\$150.00		\$150.00	\$141.00	94.00%
<b>890 OTHER OBJECTS</b>	\$192,989.00	(\$12,659.19)	\$180,329.81	\$98,090.96	54.40%
<b>TOTAL:</b>	<b>\$14,796,750.00</b>	<b>\$0.00</b>	<b>\$14,796,750.00</b>	<b>\$9,194,270.38</b>	<b>62.14%</b>

## 2015-2016 Budget Table with Encumbrances

The 2015-2016 Budget Table with Encumbrances shows the budget expended 66.61%. Last year at this time we were 66.42% expended.

Object and Description	Original Budget	Transfers	Adjusted Appropriation	Encumbered	Year-to-Date (YTD) Expended	Year-to-Date Percent Expended
<b>111 CERTIFIED PERSONNEL</b>	\$6,292,992.00	\$2,363.64	\$6,295,355.64		\$3,554,502.85	56.46%
<b>112 NON-CERTIFIED PERSONNEL</b>	\$1,594,962.00		\$1,594,962.00		\$1,142,279.22	71.62%
<b>200 EMPLOYEE BENEFITS</b>	\$2,810,176.00		\$2,810,176.00		\$1,756,846.04	62.52%
<b>300 OTHER PROF TECH SERVICE</b>	\$628,260.00	(\$14500.00)	\$613,760.00	\$625.49	\$417,578.11	68.14%
<b>400 PROPERTY SERVICE</b>	\$727,667.00	(\$12855.36)	\$714,811.64	\$64,695.08	\$378,760.30	62.04%
<b>510 PUPIL TRANSPORTATION</b>	\$806,668.00		\$806,668.00	\$146,312.92	\$642,947.09	97.84%
<b>521 LIABILITY INSURANCE</b>	\$375.00		\$375.00	\$233.00	\$215.00	119.47%
<b>560 TUITION</b>	\$554,031.00		\$554,031.00	\$140,784.61	\$414,542.27	100.23%
<b>563 SPECIAL EDU NON PUBLIC</b>	\$222,593.00		\$222,593.00	\$216,203.07	\$260,418.00	214.12%
<b>590 OTHER PURCHASED SERVICE</b>	\$125,108.00	\$7,726.00	\$132,834.00	\$5,230.48	\$69,079.56	55.94%
<b>611 INSTRUCTIONAL SUPPLIES</b>	\$156,265.00	(\$5,052.02)	\$151,212.98	\$25,162.75	\$113,173.67	91.48%
<b>641 TEXT BOOKS</b>	\$70,059.00	(\$2,313.64)	\$67,745.36	1,195.12	\$65,267.24	98.11%
<b>642 LIBRARY BOOKS &amp; PER</b>	\$20,530.00	\$749.59	\$21,279.59	3,238.35	\$10,094.51	62.66%
<b>690 OTHER SUPPLIES &amp; MATER</b>	\$206,812.00	(\$4,106.00)	\$202,706.00	\$4,605.07	\$132,914.09	67.84%
<b>730 INSTRUCT EQUIPMENT</b>	\$42,557.00	\$31,650.00	\$74,207.00	\$20,510.14	\$73,824.96	127.12%
<b>735 TECHNOLOGY SOFTWARE</b>	\$21,300.00		\$21,300.00	2,000.00	\$18,595.45	96.69%
<b>739 OTHER EQUIPMENT</b>	\$323,256.00	\$8996.98	\$332,252.98	\$15,234.96	\$45,000.06	18.13%
<b>810 DUES AND FEES</b>	\$150.00		\$150.00		\$141.00	94.00%
<b>890 OTHER OBJECTS</b>	\$192,989.00	(\$12,659.19)	\$180,329.81	\$15,712.12	\$98,090.96	63.11%
<b>TOTAL:</b>	<b>\$14,796,750.00</b>	<b>\$0.00</b>	<b>\$14,796,750.00</b>	<b>\$661,743.16</b>	<b>\$9,194,270.38</b>	<b>66.61%</b>

## 2015-2016 Budget Projection

The 2015-2016 budget projection shows a projected surplus of \$0. The employee benefit's line item is showing a surplus because of a lower than anticipated pension, health benefits and unemployment costs. The equipment and capital line item is showing a deficit because of the intent to pay down debt service costs from previously bonded projects. There was a change in Special education outplacements since last month and additional facility repairs that were needed. The mild winter has caused the snow removal costs and heating costs to be less than previous projected, as well.

Thomaston Public Schools									
FY2016 Appropriated Budget Year to Date 6/30/2016									
Object	Description	Adopted Budget	Transfers	Expended to Date	Encumbered	Balance	Projection	Projected Year-End Balance	
111	Certified Personnel Wages	\$ 6,292,992	\$ 2,364	\$ 3,554,503		\$ 2,740,853	\$ 2,793,853	(53,000)	
112	Non-Certified Personnel Wages	1,594,962		1,142,279	-	452,683	\$ 508,683	(56,000)	
	Subtotal Wages	\$ 7,887,954	\$ 2,364	\$ 4,696,782	\$ -	\$ 3,193,536	\$ 3,302,536	\$ (109,000)	
200	Employee Benefits	2,810,176		1,756,846		1,053,330	\$ 743,330	310,000	
	Subtotal Personnel Expense	\$ 10,698,130	\$ 2,364	\$ 6,453,628	\$ -	\$ 4,246,866	\$ 4,045,866	\$ 201,000	
300	Othr Prof Technical Services	\$ 628,260	\$ (14,500)	\$ 417,578	\$ 625	195,557	\$ 215,557	(20,000)	
400	Property Services	727,667	(12,855)	378,760	64,695	271,357	\$ 255,357	16,000	
510	Pupil Transportation	806,668		642,947	146,313	17,408	\$ 2,500	14,908	
560	Tuition	554,031		414,542	140,784	(1,295)	\$ 45,000	(46,295)	
563	Special Ed Non Public Tuition	222,593		260,418	216,204	(254,029)	\$ (220,000)	(34,029)	
5XX	Other Purchased Services	125,483	7,726	69,295	5,464	58,450	\$ 56,000	2,450	
6XX	Supplies	453,666	(10,723)	321,449	34,200	87,294	\$ 65,343	21,951	
7XX	Equipment & Capital	387,113	40,647	137,420	37,745	252,595	\$ 409,448	(156,853)	
8XX	Dues & Fees & Other Objects	193,139	(12,659)	98,233	15,713	66,534	\$ 65,666	868	
	Subtotal Non-Personnel Expense	\$ 4,098,620	\$ (2,364)	\$ 2,740,642	\$ 661,743	\$ 693,871	\$ 894,871	\$ (201,000)	
	<b>TOTAL FY2015</b>	<b>\$ 14,796,750</b>	<b>\$ (0)</b>	<b>\$ 9,194,270</b>	<b>\$ 661,743</b>	<b>\$ 4,940,737</b>	<b>\$ 4,940,737</b>	<b>\$ -</b>	

**2015-2017 Grant Report:**

All grant funds on record are shown below. The table below shows all available grant appropriations and expenditures.

<b>Grant Fiscal Year End</b>	<b>Grant Name/Description</b>	<b>Original Budget</b>	<b>Transfers</b>	<b>Adjusted Appropriation</b>	<b>Year-to-Date Expended</b>	<b>Percent Expended</b>	<b>Percent Expended Last Year</b>
Jun-16	School Readiness	\$131,502.00	\$0.00	\$131,502.00	\$64,608.00	49.13%	52.84%
Jun-16	Adult Education	\$15,429.00	\$0.00	\$15,429.00	\$15,429.00	100.00%	100.00%
Jun-16	Title I	\$9,502.09	\$0.00	\$9,502.09	\$3,758.00	39.55%	55.23%
Jun-16	Title IIA	\$30,369.00	\$0.00	\$30,369.00	\$6,831.00	22.49%	33.26%
Jun-16	IDEA Section 611	\$40,826.66	\$0.00	\$40,826.66	\$30,319.00	74.26%	100.00%
Jun-16	IDEA Section 619	\$1,494.50	\$0.00	\$1,494.50	\$804.00	53.80%	64.34%
Jun-16	Technology Grant	\$19,866.00	\$0.00	\$19,866.00	\$0.00	0.00%	
Jun-16	Thomaston Ed. Foundation	\$21,042.00	\$0.00	\$21,042.00	\$0.00	0.00%	
<b>SUBTOTAL</b>		<b>\$270,031.25</b>	<b>\$0.00</b>	<b>\$229,123.25</b>	<b>\$121,749.00</b>	<b>53.14%</b>	
Jun-17	Title I	\$96,088.00	\$0.00	\$96,088.00	\$52,014.00	54.13%	48.18%
Jun-17	Title IIA	\$30,369.00	\$0.00	\$30,369.00	\$0.00	0.00%	23.51%
Jun-17	IDEA Section 611	\$224,268.00	\$0.00	\$224,268.00	\$112,873.00	50.33%	44.70%
Jun-17	IDEA Section 619	\$18,759.00	\$0.00	\$18,759.00	\$3,371.00	17.97%	45.96%
<b>SUBTOTAL</b>		<b>\$369,484.00</b>	<b>\$0.00</b>	<b>\$369,484.00</b>	<b>\$168,258.00</b>	<b>45.54%</b>	
<b>GRAND TOTAL</b>		<b>\$639,515.25</b>	<b>\$0.00</b>	<b>\$598,607.25</b>	<b>\$290,007.00</b>	<b>48.45%</b>	

Unlike the comparison that can be made between the percent expended and the percent completed of the fiscal year, the percent expended for grants cannot be compared as simply because some of these grant funds were available in the 2014-2015 fiscal year and some will be available through the 2016-2017 fiscal year. As of the end of February, 45.35% of total available grant funds have been expended and 45.09% of grants that end in June 30, 2016 have been expended.

**2015-2016 Transfers for February 2016:**

*Policy 3160 (Business/Non-Instructional Operations-Transfers of Funds Between Categories) states, “The Superintendent, or their designee, may transfer any unexpended or not contracted portion of any appropriation for school purposes to any other line item of such itemized estimate up to a limit of \$5,000 for any one occurrence.”*

*The 2015-2016 Transfer Table shows all transfers occurring in February 2016 up to the aforementioned limit. These transfers total \$3,251.27.*

**2015-2016 Transfer Table**

Account Number	Transfer Type	Transfer Date	Transfer Description	Transfer Amount	Type
1-00-00240-04-1000-611	From	2/11/2016	TEACHING SUPPLIES	(\$104.00)	SUPERINTENDENT APPROVED TRANSFERS
1-00-00251-04-1000-611	To	2/11/2016	PRINT/FORMS/COPY PAPER	\$104.00	SUPERINTENDENT APPROVED TRANSFERS
1-00-01027-08-3200-890	From	2/11/2016	REFEREES/OTHERS	(\$100.00)	SUPERINTENDENT APPROVED TRANSFERS
1-00-00732-08-2600-739	To	2/11/2016	REPLAC. EQUIP. NON-INSTRUCT.	\$100.00	SUPERINTENDENT APPROVED TRANSFERS
1-00-00240-02-1000-611	From	2/17/2016	TEACHING SUPPLIES	(\$447.27)	SUPERINTENDENT APPROVED TRANSFERS
1-00-01241-02-1000-739	To	2/17/2016	NON-INSTRUCT. EQUIPMENT	\$447.27	SUPERINTENDENT APPROVED TRANSFERS
1-00-00260-03-3200-690	From	2/17/2016	GRAD/END OF YEAR PROGRAM	(\$2,600.00)	SUPERINTENDENT APPROVED TRANSFERS
1-00-00527-02-2700-590	To	2/17/2016	FIELD TRIPS	\$2,600.00	SUPERINTENDENT APPROVED TRANSFERS
<b>Total:</b>				<b>\$3,251.27</b>	