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

**October 2015**

Respectfully submitted by Todd Bendtsen, Business Manager

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**Business Report**

***Thomaston High School Gym Floor Covering for Emergency Shelter: Ken Koval has ordered a gym floor cover for the High School in the event of an emergency requiring the gym to be used as an emergency shelter. The covering will be stored in a storage area in the gym.***

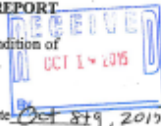
***Heating Oil for 2016-2017: Thomaston, Plymouth and Wolcott went out to bid for #2 heating oil and Dime Oil was the low bidder with a mark-up price of .1697. Currently the price would be \$1.93 if we locked in today. We need to decide a “strike price”, a price that we want to lock in at when the market reaches that point.***

***University of Bridgeport Interns: We have contracted with the University of Bridgeport for interns to begin in the spring semester. The cost for each intern is \$7,060. They will be used as the first sub in the buildings and the cost is \$78.44 per day versus \$98.00 that we pay Kelly Services for a substitute teacher.***

***Roof Inspection Report for Black Rock and High School: Below for your review are the roof inspection reports for Black Rock and the High School.***

TOWN OF THOMASTON SEMI-ANNUAL ROOF CONDITION REPORT

This report should be completed in the spring and fall to ascertain the condition of the buildings roof and to take any corrective action/repair needed.



Building Name: Black Rock School Prepared by: T. Weathers Date: Oct 8<sup>th</sup>, 2015

CONDITION ANALYSIS

	<u>Yes</u>	No
1) Roof & drains cleaned of any debris		
2) Roof flashing & membrane condition	Good	Fair <u>Poor</u>
3) Metal roof & wall panel condition	<u>Good</u>	Fair Poor
4) Metal edge & gravel stop condition	<u>Good</u>	Fair Poor
5) Vent pipe(s) condition	Good	<u>Fair</u> Poor
6) Flashings condition	<u>Good</u>	Fair Poor
7) Drains condition	<u>Good</u>	Fair Poor
8) Roof top equipment condition	Good	<u>Fair</u> Poor

Please provide a brief explanation of any corrective action taken

Please detail any concerns you have concerning the condition of the roof  
 Membrane condition is deteriorating, splitting and cracking in many locations

Please provide any other comments you deem appropriate  
 R.T.V. defective Economizer circuit board  
 Install heat straps in gutters + downspouts

PLEASE NOTE GUIDELINES ON BACK OF FORM FOR CONDITION DETAIL

Completed forms should be distributed as follows:  
 School Buildings: Copies to School Superintendent, Principal, Town Hall Maint. Coord.  
 All other town buildings: Copy to Town hall maintenance coordinator

TOWN OF THOMASTON SEMI-ANNUAL ROOF CONDITION REPORT

This report should be completed in the spring and fall to ascertain the condition of the buildings roof and to take any corrective action/repair needed.

Building Name: Percepsis High School Prepared by: Ralph Gerasole Date: 10-1-15

CONDITION ANALYSIS

	<u>Yes</u>	No
1) Roof & drains cleaned of any debris		
2) Roof flashing & membrane condition	<u>Good</u>	Fair Poor
3) Metal roof & wall panel condition	Good	Fair <u>Poor</u>
4) Metal edge & Gravel stop condition	<u>Good</u>	Fair Poor
5) Vent pipe(s) condition	<u>Good</u>	Fair Poor
6) Flashings condition	<u>Good</u>	Fair Poor
7) Drains condition	<u>Good</u>	Fair Poor
8) Roof top equipment condition	<u>Good</u>	Fair Poor

Please provide a brief explanation of any corrective action taken

Please detail any concerns you have concerning the condition of the roof  
 There are several "bubbles" on the subra. Steve from Gorland looked at them and stated best course of action is to let them remain as-is.

Please provide any other comments you deem appropriate

PLEASE NOTE GUIDELINES ON BACK OF FORM FOR CONDITION DETAIL

Completed forms should be distributed as follows:  
 School Buildings: Copies to School Superintendent, Principal, Town Hall Maint. Coord.  
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## 2015-2016 Budget Table without Encumbrances

The 2015-2016 Budget Table without Encumbrances shows the budget expended 28.32%. 2015-2016 budget expenditures paid in October 2015 are **\$1,663,406.79**.

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	(\$3,700.00)	\$6,289,292.00	\$1,388,664.22	22.08%
<b>112 NON-CERTIFIED PERSONNEL</b>	\$1,594,962.00		\$1,594,962.00	\$524,947.76	32.91%
<b>200 EMPLOYEE BENEFITS</b>	\$2,810,176.00		\$2,810,176.00	\$1,135,331.50	40.40%
<b>300 OTHER PROF TECH SERVICE</b>	\$628,260.00	(\$4500.00)	\$623,760.00	\$125,245.09	20.08%
<b>400 PROPERTY SERVICE</b>	\$727,667.00	\$1714.35	\$729,381.35	\$164,791.62	22.59%
<b>510 PUPIL TRANSPORTATION</b>	\$806,668.00		\$806,668.00	\$169,089.45	20.96%
<b>521 LIABILITY INSURANCE</b>	\$375.00		\$375.00	\$215.00	57.33%
<b>560 TUITION</b>	\$554,031.00		\$554,031.00	\$285,044.86	51.45%
<b>563 SPECIAL EDU NON PUBLIC</b>	\$222,593.00		\$222,593.00	\$59,243.63	26.62%
<b>590 OTHER PURCHASED SERVICE</b>	\$125,108.00		\$125,108.00	\$6,314.09	5.05%
<b>611 INSTRUCTIONAL SUPPLIES</b>	\$156,265.00	(\$2,280.75)	\$153,984.25	\$80,268.87	52.13%
<b>641 TEXT BOOKS</b>	\$70,059.00	\$2,250.00	\$72,309.00	\$39,587.01	54.75%
<b>642 LIBRARY BOOKS &amp; PER</b>	\$20,530.00		\$20,530.00	\$8,257.74	40.22%
<b>690 OTHER SUPPLIES &amp; MATER</b>	\$206,812.00	(\$5,880.00)	\$200,932.00	\$79,507.05	39.57%
<b>730 INSTRUCT EQUIPMENT</b>	\$42,557.00	\$15,650.00	\$58,207.00	\$30,939.47	53.15%
<b>735 TECHNOLOGY SOFTWARE</b>	\$21,300.00		\$21,300.00	\$8,056.35	37.82%
<b>739 OTHER EQUIPMENT</b>	\$323,256.00	\$880.00	\$324,136.00	\$17,508.96	5.40%
<b>810 DUES AND FEES</b>	\$150.00		\$150.00	\$141.00	94.00%
<b>890 OTHER OBJECTS</b>	\$192,989.00	\$4133.60	\$188,855.40	\$66,873.31	35.41%
<b>TOTAL:</b>	<b>\$14,796,750.00</b>	<b>\$0.00</b>	<b>\$14,796,750.00</b>	<b>\$4,190,026.98</b>	<b>28.32%</b>

## 2015-2016 Budget Table with Encumbrances

The 2015-2016 Budget Table with Encumbrances shows the budget expended 36.86%.

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	(\$3,700.00)	\$6,289,292.00		\$1,388,664.22	22.08%
<b>112 NON-CERTIFIED PERSONNEL</b>	\$1,594,962.00		\$1,594,962.00		\$524,947.76	32.91%
<b>200 EMPLOYEE BENEFITS</b>	\$2,810,176.00		\$2,810,176.00		\$1,135,331.50	40.40%
<b>300 OTHER PROF TECH SERVICE</b>	\$628,260.00	(\$4500.00)	\$623,760.00	\$312,845.86	\$125,245.09	70.23%
<b>400 PROPERTY SERVICE</b>	\$727,667.00	\$1714.35	\$729,381.35	\$72,525.57	\$164,791.62	32.54%
<b>510 PUPIL TRANSPORTATION</b>	\$806,668.00		\$806,668.00	\$265,274.70	\$169,089.45	53.85%
<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	\$257,115.59	\$285,044.86	97.86%
<b>563 SPECIAL EDU NON PUBLIC</b>	\$222,593.00		\$222,593.00	\$198,709.13	\$59,243.63	115.89%
<b>590 OTHER PURCHASED SERVICE</b>	\$125,108.00		\$125,108.00	\$9,827.00	\$6,314.09	12.90%
<b>611 INSTRUCTIONAL SUPPLIES</b>	\$156,265.00	(\$2,280.75)	\$153,984.25	\$21,988.64	\$80,268.87	66.41%
<b>641 TEXT BOOKS</b>	\$70,059.00	\$2,250.00	\$72,309.00	17,662.79	\$39,587.01	79.17%
<b>642 LIBRARY BOOKS &amp; PER</b>	\$20,530.00		\$20,530.00	1,829.27	\$8,257.74	49.13%
<b>690 OTHER SUPPLIES &amp; MATER</b>	\$206,812.00	(\$5,880.00)	\$200,932.00	\$5,422.01	\$79,507.05	42.27%
<b>730 INSTRUCT EQUIPMENT</b>	\$42,557.00	\$15,650.00	\$58,207.00	\$45,193.30	\$30,939.47	130.80%
<b>735 TECHNOLOGY SOFTWARE</b>	\$21,300.00		\$21,300.00	2,000.00	\$8,056.35	47.21%
<b>739 OTHER EQUIPMENT</b>	\$323,256.00	\$880.00	\$324,136.00	\$33,967.38	\$17,508.96	15.88%
<b>810 DUES AND FEES</b>	\$150.00		\$150.00		\$141.00	94.00%
<b>890 OTHER OBJECTS</b>	\$192,989.00	\$4133.60	\$188,855.40	\$20,022.42	\$66,873.31	46.01%
<b>TOTAL:</b>	<b>\$14,796,750.00</b>	<b>\$0.00</b>	<b>\$14,796,750.00</b>	<b>\$1,264,616.66</b>	<b>\$4,190,026.98</b>	<b>36.86%</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.

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	\$ (3,700)	\$ 1,388,664		\$ 4,900,628	\$ 4,954,000	(53,372)
112	Non-Certified Personnel Wages	1,594,962		524,948	-	1,070,014	\$ 1,129,000	(58,986)
	Subtotal Wages	\$ 7,887,954	\$ (3,700)	\$ 1,913,612	\$ -	\$ 5,970,642	\$ 6,083,000	\$ (112,358)
200	Employee Benefits	2,810,176		1,135,332		1,674,844	\$ 1,468,000	206,844
	Subtotal Personnel Expense	\$ 10,698,130	\$ (3,700)	\$ 3,048,944	\$ -	\$ 7,645,486	\$ 7,551,000	\$ 94,486
300	Othr Prof Technical Services	\$ 628,260	\$ (4,500)	\$ 125,245	\$ 312,846	185,669	\$ 235,000	(49,331)
400	Property Services	727,667	1,714	164,792	72,526	492,063	\$ 480,000	12,063
510	Pupil Transportation	806,668		169,089	265,275	372,304	\$ 327,000	45,304
560	Tuition	554,031		285,045	257,115	11,871	\$ 10,000	1,871
563	Special Ed Non Public Tuition	222,593		59,243	198,709	(35,359)		(35,359)
5XX	Other Purchased Services	125,483		6,529	10,060	108,894	\$ 105,000	3,894
6XX	Supplies	453,666	(5,911)	207,620	46,903	193,232	\$ 184,343	8,889
7XX	Equipment & Capital	387,113	16,530	56,506	81,160	265,977	\$ 351,263	(85,286)
8XX	Dues & Fees & Other Objects	193,139	(4,133)	67,014	20,023	101,969	\$ 98,500	3,469
	Subtotal Non-Personnel Expense	\$ 4,098,620	\$ 3,700	\$ 1,141,083	\$ 1,264,617	\$ 1,696,620	\$ 1,791,106	\$ (94,486)
	<b>TOTAL FY2015</b>	<b>\$ 14,796,750</b>	<b>\$ -</b>	<b>\$ 4,190,027</b>	<b>\$ 1,264,617</b>	<b>\$ 9,342,106</b>	<b>\$ 9,342,106</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>
2015-2016	School Readiness	\$131,502.00	\$0.00	\$131,502.00	\$23,585.79	17.94%
2015-2016	Adult Education	\$15,429.00	\$0.00	\$15,429.00	\$0.00	0.00%
2015-2016	Title I	\$9,502.09	\$0.00	\$9,502.09	\$536.94	5.65%
2015-2016	Title IIA	\$30,369.00	\$0.00	\$30,369.00	\$50.00	0.16%
2015-2016	IDEA Section 611	\$40,826.66	\$0.00	\$40,826.66	\$2,196.98	5.38%
2015-2016	IDEA Section 619	\$1,494.50	\$0.00	\$1,494.50	\$287.30	19.22%
<b>SUBTOTAL</b>		<b>\$229,123.25</b>	<b>\$0.00</b>	<b>\$229,123.25</b>	<b>\$26,657.01</b>	<b>11.63%</b>
2016-2017	Title I	\$96,088.00	\$0.00	\$96,088.00	\$18,576.60	19.33%
2016-2017	Title IIA	\$30,369.00	\$0.00	\$30,369.00	\$0.00	0.00%
2016-2017	IDEA Section 611	\$224,268.00	\$0.00	\$224,268.00	\$40,311.65	17.97%
2016-2017	IDEA Section 619	\$18,759.00	\$0.00	\$18,759.00	\$1,204.00	6.42%
<b>SUBTOTAL</b>		<b>\$369,484.00</b>	<b>\$0.00</b>	<b>\$369,484.00</b>	<b>\$60,092.25</b>	<b>16.26%</b>
<b>GRAND TOTAL</b>		<b>\$598,607.25</b>	<b>\$0.00</b>	<b>\$598,607.25</b>	<b>\$86,749.26</b>	<b>14.49%</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 October, 14.49% of total available grant funds have been expended and 11.63% of grants that end in June 30, 2016 have been expended.

**2015-2016 Transfers for October 2015:**

*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 October 2015 up to the aforementioned limit. The transfers total is \$1,866.40.*

**2015-2016 Transfer Table**

<b>Account Number</b>	<b>Transfer Type</b>	<b>Transfer Date</b>	<b>Transfer Description</b>	<b>Transfer Amount</b>	<b>Type</b>
1-00-00251-03-1000-611	From	10/19/2015	PRINT/FORMS/COPY PAPER	(\$1,866.40)	SUPERINTENDENT APPROVED TRANSFERS
1-00-00272-03-1000-890	To	10/19/2015	PROGRAMS/ACTIVITIES	\$1,866.40	SUPERINTENDENT APPROVED TRANSFERS
<b>Total:</b>				<b>\$1,866.40</b>	