

June 3, 2024

To: MERSD School Committee

From: Michelle Cresta, Director of Finance & Operations

Copy: Pam Beaudoin, Superintendent of Schools

Re: FY24 Budget to Actual Report & Budget Transfer Requests

Summary:

Attached please find a budget-to-actual report for fiscal year 2024 with budget transfer requests. As of May 15, 2024, we expended \$29,256,388 or 76% of our operating budget. While we are approximately 86% through the year, we have a significant payroll as of the last day of school that is equivalent to two months of teachers pays. The remaining payrolls as well as other costs have been figured into the amounts listed in the Additional Projected column.

As we near the end of the fiscal year, many of the available funds identified within the Personnel side of the budget are due to temporary changes and timing issues. When there is a delay in filling positions, the payroll funds associated with that position are not being expended. Sometimes, we will need to address staffing needs with contracted workers to be sure that students' needs are being addressed in the most effective and efficient manner possible.

The Out of District (OOD) tuition costs for FY24 are projected to be over budget by approximately \$300k with \$239k being funded from a one-time Circuit Breaker reserve program reimbursement payment. In addition, these figures would have been significantly higher if we did not have a prepayment of tuition costs paid in FY23. We are anticipating making a prepayment of tuition costs later this month that will be able to offset our FY25 out of district costs. The FY24 OOD tuition prepayment is estimated to be at least \$150k. In addition, our out of district transportation costs will be over budget by approximately \$52k for which a transfer is being requested.

Budget Transfers:

Budget transfers are the movement of funds from one budget category to another. Budget transfer requests do not change the bottom-line budget amount, but rather seek School Committee approval for changes in how the current fiscal year budget may be spent. Total transfer requests in the amount of \$66,000 are being requested to move funds into operating expense lines to allow for increased spending and are offset by \$66,000 of reductions in the personnel side of the budget.

Suggested motion:

Motion to approve a transfer in the amount of \$66,000 from the personnel side of the budget to the operating expense side of the budget for the detailed categories listed in the Budget to Actual Report.

DESE Account Code	Personnel Budget Summary	Current FY24 Budget	Actual: Year to Date 5/15/2024	Additional Projected Expense	Budget Variance \$	% Variance	Transfer Request	Proposed FY24 Adjusted Budget	Comments
	PERSONNEL - STAFF								
1210	Superintendent's Office	\$297,915	\$263,586	\$34,281	\$48	0.0%		\$297,915	
1410	Business Office	\$502,347	\$404,313	\$66,413	\$31,621	6.3%	(\$31,000)	\$471,347	Savings due to business office delay in hiring
1450	District Technology	\$273,269	\$271,838	\$1,431	\$0	0.0%		\$273,269	
2110	Student Services Office	\$228,471	\$202,108	\$26,362	\$1	0.0%		\$228,471	
2111	Curriculum Director	\$142,400	\$96,186	\$46,212	\$2	0.0%		\$142,400	
2210	Principals/Asst. Principals	\$794,992	\$682,396	\$90,340	\$22,256	2.8%	(\$22,000)	\$772,992	New hire and interim savings
2211	School Secretaries	\$284,520	\$250,894	\$32,534	\$1,092	0.4%		\$284,520	
2300	Dept. Heads/Team/Curr. Leaders/PDC	\$137,894	\$68,213	\$57,592	\$12,089	8.8%	(\$12,000)	\$125,894	Staffing changes after budget determined
2305	Classroom Teachers	\$9,180,784	\$6,666,222	\$2,489,732	\$24,830	0.3%		\$9,180,784	
2310	Special Ed Teachers	\$2,797,458	\$2,050,108	\$789,072	(\$41,722)	-1.5%	\$42,000	\$2,839,458	Staffing changes after budget determined
2315	Special Ed Team Chairs	\$212,685	\$155,824	\$56,335	\$526	0.2%		\$212,685	
2325	Substitute Teachers	\$191,400	\$178,378	\$25,226	(\$12,204)	-6.4%	\$13,000	\$204,400	Increased substitute coverage needs
2330	Teaching Assistants	\$740,046	\$579,130	\$160,389	\$527	0.1%		\$740,046	
2340	Library/Media Coordinators	\$110,809	\$80,975	\$29,833	\$1	0.0%		\$110,809	
2440	SPED LEP, H&H Tutors	\$152,584	\$109,022	\$35,843	\$7,719	5.1%	(\$7,000)	\$145,584	Staffing changes after budget determined
2710	Guidance/Adj. Counselors	\$746,992	\$528,626	\$193,025	\$25,341	3.4%	(\$25,000)	\$721,992	Staffing changes after budget determined
2800	Psychologists	\$165,877	\$117,389	\$30,237	\$18,251	11.0%	(\$18,000)	\$147,877	Position filled mid-year through contracted services
3200	Nurses	\$224,897	\$161,395	\$62,847	\$655	0.3%		\$224,897	
3300	Transportation/Traffic/Emergency/Title IX	\$18,292	\$12,119	\$1,925	\$4,248	23.2%		\$18,292	
3400	Cafeteria/Recess Aides	\$78,000	\$42,843	\$2,582	\$32,575	41.8%	(\$32,000)	\$46,000	Staffing changes & vacancies
3510	Athletics (Office & Coaching Stipends)	\$338,357	\$283,428	\$45,123	\$9,806	2.9%	(\$9,000)	\$329,357	Staffing changes after budget determined
3520	Student Activity Stipends	\$139,204	\$61,550	\$16,104	\$16,104	11.6%	(\$16,000)	\$123,204	Staffing changes after budget determined
4110	Custodians	\$74,593	\$68,504	\$10,850	(\$4,761)	-6.4%	\$5,000	\$79,593	Reverse portion of 11/1 budget transfer
4220	Facilities Department	\$188,687	\$167,624	\$20,540	\$523	0.3%		\$188,687	
	Negotiations, Longevity, Expanded Effort	\$177,104	\$210,544	\$12,439	(\$45,879)	-25.9%	\$46,000	\$223,104	Unbudgeted settlement costs
	Subtotal PERSONNEL	\$18,199,577	\$13,713,215	\$4,382,713	\$103,649	0.6%	(\$66,000)	\$18,133,577	

DESE Account Code	Expense Budget Summary	Current FY24 Budget	Actual: Year to Date 5/15/2024	Additional Projected Expense	Budget Variance \$	% Variance	Transfer Request	Proposed FY24 Adjusted Budget	Comments
	OPERATING EXPENSES								
1000	District Admin. Expenses	\$275,408	\$242,847	\$30,228	\$2,333	0.8%		\$275,408	
2000	Bldg. Instr. Supplies/Equip	\$257,733	\$195,302	\$16,395	\$46,036	17.9%	(\$45,000)	\$212,733	Virtual High School tuition line not used plus many other supply lines adding up to less than \$2k each remaining unspent
2100	SPED Admin. Expenses	\$30,500	\$29,378	\$16,000	(\$14,878)	-48.8%	\$15,000	\$45,500	
2210	Bldg. Admin. Expenses	\$43,457	\$45,115	\$4,852	(\$6,510)	-15.0%	\$7,000	\$50,457	
2300	SPED Contracted Services	\$338,689	\$204,142	\$127,615	\$6,932	2.0%		\$338,689	
2350	Professional Development	\$46,000	\$43,886	\$2,110	\$4	0.0%		\$46,000	
2400	New Curriculum Materials	\$69,000	\$64,955	\$0	\$4,045	5.9%		\$69,000	
2451	Instructional Technology	\$433,035	\$332,352	\$126,680	(\$25,997)	-6.0%	\$26,000	\$459,035	Network equipment and device replacement
3200	Health Expenses	\$7,376	\$6,713	\$500	\$163	2.2%		\$7,376	
3300	Transportation/Traffic/Security	\$368,911	\$279,355	\$89,377	\$179	0.0%	\$3,000	\$371,911	
3300	SPED Transportation	\$785,757	\$699,660	\$137,222	(\$51,125)	-6.5%	\$52,000	\$837,757	OOD transportation costs higher than budgeted
3500	Athletics/Student Activities	\$103,500	\$101,118	\$15,435	(\$13,053)	-12.6%	\$14,000	\$117,500	Student activity transportation and registrations fees higher than budgeted
4100	Utilities	\$805,700	\$639,501	\$139,430	\$26,769	3.3%	(\$19,000)	\$786,700	
4110	Custodial Supplies	\$65,000	\$52,104	\$11,609	\$1,287	2.0%		\$65,000	
4200	Maintenance	\$844,536	\$723,768	\$119,990	\$778	0.1%		\$844,536	
5000	Insurance & Other Benefits	\$5,757,746	\$4,216,785	\$1,316,731	\$224,230	3.9%	(\$219,000)	\$5,538,746	Projecting unspent unemployment \$60k, OPEB \$19k, Retirement \$6k and health insurance \$85k, plus transfer in from 11/1 of \$49k
7000	Facility Capital Expense	\$101,264	\$94,265	\$26,500	(\$19,501)	-19.3%	\$20,000	\$121,264	Building repair needs higher than budgeted
9100	SPED Tuition-Out/Summer	\$1,123,199	\$913,683	\$271,317	(\$61,801)	-5.5%	\$212,000	\$1,335,199	Costs higher than budgeted plus planning prepaid tuition
	Subtotal OPERATING EXPENSES	\$11,456,811	\$8,884,929	\$2,451,991	\$119,891	1.0%	\$66,000	\$11,522,811	
	TOTAL	\$29,656,388	\$22,598,144	\$6,834,704	\$223,540	0.8%	\$0	\$29,656,388	
	(Less: Funded Outside of General Fund)	(\$400,000)	(\$400,000)					(\$400,000)	From School Choice Fund
	General Fund Operating Spending	\$29,256,388	\$22,198,144	\$6,834,704	\$223,540	0.8%	\$0	\$29,256,388	