

August 1, 2024

To: MERSD School Committee

From: Michelle Cresta, Director of Finance & Operations

Copy: Pam Beaudoin, Superintendent of Schools

Re: Summer Vouchers for Approval (edition 4)

Attached please find the current financial memo requesting your approval. This packet includes:

- FY2024 Accounts Payable (AP) warrant comprised of voucher 1089 through 1091
- FY2025 Accounts Payable (AP) warrant comprised of vouchers 1005 through 1007
- Payroll Vouchers for July 18, 2024 and August 1, 2024

AP Vouchers

- V1089 for \$330.00 Wire Transfer to Arbiter Sports for payments to sports officials (FY24)
- V1090 for \$494,163.93 Main Accounts Payable Voucher (FY24)
 - Consists mostly of routine purchases, contract payments, and tuitions for the previous fiscal year as we are closing the books on that year.
 - Payments to note:
 - AH Tree Service \$4,800 for pruning and removal of trees at main campus
 - Amazon \$4,967.25 for replacement bathroom faucets for main campus
 - Amazon \$2,531.30 for replacement of walkie talkies at Essex Elementary
 - Gov Connection \$1,861.83 for additional Owl device for meetings
 - Gov Connection \$31,158.35 for staff desktops and laptop docking stations and accessories
 - Joe Warren & Sons \$1,166.91 for repair of convection oven at Memorial Elementary
 - Manchester Electric \$1,389.84 for repair of exit lights at Memorial Elementary
 - RB Allen \$1,874 for troubleshooting service of fire alarm at Essex Elementary
 - Robert F Kennedy Community Alliance \$143,076.56 for prepayment of tuition
 - Northshore Ed Consortium \$200,507.40 for prepayment of tuition
- V1091 for \$5,265.74 for payment to Mass Teachers Retirement System for pension liability covering employees paid with federal grant funds. (FY24)
- V1005 for \$349.40 for Wire Transfer to Medicare for monthly surcharge (FY25)
- V1006 for \$10,814.45 for transfer to High School Student Activities account (FY25)
- V1007 for \$661,741.65 Main Accounts Payable Voucher (FY25)
 - Consists mostly of routine beginning of year costs.
 - Payments to note:
 - All American Sports \$4,034.95 for replacement of 10 football helmets
 - Arbiter Sports \$35,000 for transfer of funds to account to pay athletic referees
 - Jungle \$8,213.35 for baseball uniforms and field hockey goalie uniforms

Payroll Vouchers for your Information

- Summary of the bi-weekly payroll paid on July 18, 2024 in the amount of \$136,041.57. This is a standard payroll for year-round employees and summer worker hours.
- Summary of the bi-weekly payroll paid on August 1, 2024 in the amount of \$184,763.90. This is a standard payroll for year-round employees and summer worker hours, plus includes a payout of sick time buyback for recent retirees.