

Business Coordinator Report

BOE Meeting February 24, 2021

The 2019/2020 school financial audit has been completed and copies have been mailed to Board of Education members. The audit report is also available on the HES website. Please feel free to email me if you have a question on the audit report related to the Board of Education. Our auditor suggested an improvement to our cash receipt procedure for the Activity Fund. After reviewing our procedure with all parties involved, we now require a signed receipt for all funds coming into the school office to be deposited. This receipt is signed by the fundraising contact (ie PTO representative or 6th grade teacher) and the executive secretary after they have together counted the funds for deposit.

As reflected in the January Budget vs Actual report, our 2020/2021 expenses year to date are well within an acceptable range. Municipal Coronavirus Relief Funds (CRF) were applied to year to date expenses in January as follows:

\$500.00	(116) School Nurse –Covid Stipend
\$38.00	(220/221) Social Security/Medicare for stipend
\$2476.00	(302) Legal Services - Covid related
<u>\$5294.24</u>	(613) Expendable Equipment – Chromebooks, Ipads, for distance learning
\$8308.24	Total Municipal CRF applied to BoE Covid expenses

Hampton has been awarded \$58,500 in the Elementary and Secondary Emergency School Relief Fund (ESSER II) to support our evolving educational needs as we navigate the effects of the Covid-19 pandemic. School Administration is required to complete a needs assessment which will guide the use of these funds.

Governor Lamont’s Executive order 10 extends the benefit of the Emergency Paid Sick Leave Act (EPSLA) until the end of the pandemic. This benefit grants employees up to two weeks paid leave for certain Covid-19 related absences.

The BoE will continue to discuss the 2021/2022 budget at their February 24 meeting, including discussion on paraprofessional pay rates. Additional information has been prepared at the request of the BoE and the BoE Finance and Operations Committee.

Questions and comments on the budget may be delivered during the audience for citizens portion of BoE meetings.

Respectfully submitted,
Sally Lehoux