

Business Coordinator Report

BOE Meeting September 27, 2021

Processing new hire paperwork including enrollments, payroll set-up, mandated training and background checks as well as paperwork for employees who have resigned has been a focus during September and will continue to be a focus in the first few weeks of October.

Our annual CSDE financial reports were completed at the end of August. Our auditor spent several days reviewing initial paperwork during the week of Labor Day.

As you look at the 20/21 BoE budget vs actual you will notice the addition of \$34,083.71 in the (731) Instructional Equipment account. This represents technology and a section of playscape which were ordered prior to the end of our fiscal year on 6/30/21 but not received until well after the end of the fiscal year. We have been working with our auditor to determine if these two items may be included as expenses in 20/21 as planned, or if they must be charged to 21/22. We are still in the process of determining in which year these expenses will be reflected. The 20/21 budget vs actual will be updated again, if necessary, once we have firm decisions.

As reported last month, when looking at our 21/22 year end budget versus actuals, you will get a feel for the significant changes we experienced between the time we created the 2020-2021 budget and the end of the 2020-2021 school year. I will point out the most notable areas of change.

1. Rather than using a contractor, we hired our own speech and language pathologist moving costs into account (104) Certified Staff from (335) Speech and Hearing Services.
2. Several activities did not take place this year including summer school, Nature's Classroom, after school clubs and extended curriculum development. These savings are reflected in (109) Other Certified.
3. Four paraprofessionals resigned and only two were replaced. As a direct result of Covid 19 the working hours for one paraprofessional were reduced from full time to 2 hrs/day for the course of the school year. These savings are reflected in account (111) Paraprofessionals.
4. Savings in the (200) Benefits series were due to changes in staffing levels and personal insurance election changes.
5. Housekeeping expenses and our two air conditioning units are reflected in (400) Purchased Property Services
6. Variances in the (500) Other Purchased Services were due to no transportation for field trips, transportation and tuition for a second outplaced special education student, and tuition for new students attending the STEM magnet school.
7. Our (600) supply lines were affected by the high cost of heating fuel, a lower than anticipated diesel fuel usage combined with a lower than anticipated cost per gallon, while other supply lines were reduced by Covid-19 funding.
8. Our School Readiness funding increased by \$37,800. To offset the lack of students attending prekindergarten due to Covid 19, the state funded our program as if it were full rather than funding for filled student slots only. The increase in School Readiness funding allowed us to carry balances of other grants into 2021-2022 as well as reduce the prekindergarten costs charged to the board of education 2020-2021 budget.
9. Due to changes listed above, we were able to purchase a section of playscape and technology

We are requesting two transfers for the 2020/2021 budget:

1. \$9,500 from (100) Salaries/Wages to (400) Purchased property services
2. \$35,000 from (200) Benefits to (700) Equipment
3. \$61,000 from (300) Purchased Professional/Technical Services to (500) Other Purchase Services

Respectfully submitted,
Sally Lehoux