

Business Coordinator Report

BOE Meeting November 18, 2020

Our Medicaid eligible population continues to increase with the October 1, 2020 counts indicating 57.35% of our students are Medicaid eligible. The percentage of our students “doubled up” in households other than their own and reported as “homeless” in the CSDE PSIS student data collection on October 1, 2020 was 12.5%. Both of these statistics indicate the increasing financial needs of our students and their families.

COVID related expenses to date total approximately \$82,130 distributed as follows:

- \$16,020 Wages – Emergency Paid Sick Leave Act (EPSLA), bus monitors, distance learning planning team stipends and school nurse stipend for summer work.
- \$ 1,530 Benefits – unemployment for substitutes, Social Security & Medicare taxes on Wages listed above
- \$10,190 Purchased Professional Services – online professional development for paraprofessionals, distance learning professional development for individual teachers, legal fees
- \$18,300 Purchased Property Services – classroom modifications, installation of appliances (clothes washer/dryer/dishwasher), building sanitizing
- \$ 7,990 Other Purchased Services – postage for student mailings, town wide newsletter mailing, online distance learning software, remote log-in software
- \$28,100 Supplies – masks, gloves, thermometers, protective gowns, hand sanitizer, face shields, appliances, sanitizing products, Chromebooks, individual student bins, sneeze guards, 2 way radios for mask breaks and socially distant recess times, social distancing signage, dividers, sanitizer dispensers

Our grant awards for COVID expenses include:

- \$34,547 from the Coronavirus Relief fund (CRF)
 - \$1,902 Personnel Related Transportation Supports (bus monitors)
 - \$32,645 Non-Personnel related Cleaning/PPE/Health/Safety
- \$13,195 from the Elementary and Secondary School Emergency Relief Fund (ESSER)
 - \$13,195 Nightly sanitizing to allow safe reopening for in-person learning

The July – October, 2020 budget vs actual reflects we are on track for the year as a whole but some accounts are running higher than normal for this time of year. These include (434) Building/Grounds Maintenance at 47.28% which includes classroom modifications for social distancing, (601) General Supplies at 87.64% which includes PPE for the school office and nurse’s room, (611) Instructional Supplies at 82.49% which includes PPE and social distance measures for students, teachers and within the classrooms. Our Covid grant funding will be used to offset these accounts. Within our current budget and grant funding we will need to cover all of the above expenses as well as unanticipated tuition for two students who attend the STEM magnet school as well as an additional special education tuition expense. We will continue to closely monitor expenses which are rising due to safety measures allowing us to remain open for in person learning.

I am actively working with our auditor to complete the 2019-2020 audit.

Hampton Elementary School BUDGET VS ACTUAL

Expense	Jul - Oct 20	Encumbrances	Total	Budget	\$ Over Budget	% of Budget
100 · Salaries/Wages						
101 · Superintendent	21,398.22		21,398.22	61,817.00	-40,418.78	34.62%
102 · Principal	34,971.21		34,971.21	103,049.00	-68,077.79	33.94%
103 · Business Coordinator	13,920.93		13,920.93	40,216.00	-26,295.07	34.62%
104 · Certified Staff	168,060.36		168,060.36	605,468.00	-437,407.64	27.76%
106 · Executive Assistant	10,058.57		10,058.57	36,941.00	-26,882.43	27.23%
107 · Related Services	5,892.12		5,892.12	26,900.00	-21,007.88	21.9%
109 · Other Certified	578.87		578.87	10,776.00	-10,197.13	5.37%
110 · Substitutes	7,190.18		7,190.18	37,104.00	-29,913.82	19.38%
111 · Paraprofessionals	30,694.28		30,694.28	204,084.00	-173,389.72	15.04%
112 · Recording Secretary	186.27		186.27	1,250.00	-1,063.73	14.9%
116 · Nurse	8,587.30		8,587.30	42,054.00	-33,466.70	20.42%
118 · Custodians	10,726.39		10,726.39	36,660.00	-25,933.61	29.26%
120 · Special Ed Director	6,175.94		6,175.94	18,883.00	-12,707.06	32.71%
Total 100 · Salaries/Wages	318,440.64	0.00	318,440.64	1,225,202.00	-906,761.36	25.99%
200 · Employee Benefits						
210 · Health Insurance	54,731.66		54,731.66	175,574.00	-120,842.34	31.17%
211 · Life Insurance	431.20		431.20	1,294.00	-862.80	33.32%
220 · Medicare	4,478.90		4,478.90	17,717.00	-13,238.10	25.28%
221 · Social Security	5,302.74		5,302.74	27,376.00	-22,073.26	19.37%
250 · Unemployment Comp	750.31		750.31	750.31	750.31	100.0%
260 · Workers Comp	6,851.00		6,851.00	14,858.00	-8,007.00	46.11%
200 · Employee Benefits - Other	212.55		212.55	375.00	-162.45	56.68%
Total 200 · Employee Benefits	72,758.36	0.00	72,758.36	237,194.00	-164,435.64	30.68%

	Jul - Oct 20	Encumbrances	Total	Budget	\$ Over Budget	% of Budget
300 · Purch Prof/Tech Serv						
301 · Audit	0.00		0.00	4,250.00	-4,250.00	0.0%
302 · Legal Services	4,881.00		4,881.00	16,322.00	-11,441.00	29.9%
303 · Enumerator	0.00		0.00	550.00	-550.00	0.0%
304 · Payroll Services	882.00		882.00	3,650.00	-2,768.00	24.16%
310 · Adult Education	1,974.00		1,974.00	2,135.00	-161.00	92.46%
312 · Contracted Enrichment	0.00		0.00	1,325.00	-1,325.00	0.0%
322 · Professional Development	178.59	679.01	857.60	6,950.00	-6,092.40	12.34%
330 · Other Professional Services	0.00		0.00	3,200.00	-3,200.00	0.0%
331 · Physician	0.00		0.00	700.00	-700.00	0.0%
332 · Psychological Services	0.00		0.00	8,535.00	-8,535.00	0.0%
335 · Speech & Hearing Services	0.00		0.00	48,953.00	-48,953.00	0.0%
337 · Occupational Therapy	0.00		0.00	3,780.00	-3,780.00	0.0%
340 · Technical Services	3,883.43		3,883.43	17,562.00	-13,678.57	22.11%
Total 300 · Purch Prof/Tech Serv	11,799.02	679.01	12,478.03	117,912.00	-105,433.97	10.58%
400 · Purch Property Services						
410 · Electricity	4,302.77		4,302.77	18,500.00	-14,197.23	23.26%
423 · Housekeeping Services	7,585.00		7,585.00	26,724.00	-19,139.00	28.38%
430 · Equipment Maintenance	0.00		0.00	3,000.00	-3,000.00	0.0%
434 · Bldg/Grounds Maintenance	22,787.33		22,787.33	48,195.00	-25,407.67	47.28%
441 · Equipment Rentals	1,932.23		1,932.23	8,192.00	-6,259.77	23.59%
Total 400 · Purch Property Services	36,607.33	0.00	36,607.33	104,611.00	-68,003.67	34.99%
500 · Other Purchased Services						
510 · Pupil Transportation	32,940.00		32,940.00	169,267.00	-136,327.00	19.46%
515 · Transportation Spec Ed	625.60		625.60	12,646.00	-12,020.40	4.95%
520 · Insurance	9,621.50		9,621.50	19,823.00	-10,201.50	48.54%
530 · Communication	1,578.35	173.25	1,751.60	6,780.00	-5,028.40	25.84%
531 · Communication - Online Licenses	6,258.06	1,572.19	7,830.25	16,220.00	-8,389.75	48.28%
550 · Printing	1,350.20		1,350.20	1,450.00	-99.80	93.12%
561 · Tuition/Private	0.00		0.00	76,500.00	-76,500.00	0.0%
580 · Travel	0.00		0.00	920.00	-920.00	0.0%
Total 500 · Other Purchased Services	52,373.71	1,745.44	54,119.15	303,606.00	-249,486.85	17.83%

Jul-Oct 4/12 = 33.30%
Sept-Oct 2/10 = 20%

	Jul - Oct 20	Encumbrances	Total	Budget	\$ Over Budget	% of Budget
600 · Supplies						
601 · General Supplies	5,798.95	3,477.79	9,276.74	10,585.00	-1,308.26	87.64%
611 · Instructional Supplies	7,994.22	4,754.36	12,748.58	15,454.00	-2,705.42	82.49%
613 · Expendable Equipment	1,468.64	6,123.57	7,592.21	9,000.00	-1,407.79	84.36%
615 · Maint/Repair Supplies	1,514.16		1,514.16	11,400.00	-9,885.84	13.28%
624 · Heating Oil/Propane	1,051.89		1,051.89	25,166.00	-24,114.11	4.18%
625 · Diesel Fuel/Gasoline	1,124.75		1,124.75	15,872.00	-14,747.25	7.09%
641 · Textbooks/Workbooks	379.86	982.70	1,362.56	7,500.00	-6,137.44	18.17%
642 · Library Books/Periodicals	0.00		0.00	1,798.00	-1,798.00	0.0%
Total 600 · Supplies	19,332.47	15,338.42	34,670.89	96,775.00	-62,104.11	35.83%
800 · Other Objects						
810 · Dues & Fees	3,494.00	59.00	3,553.00	3,568.00	-15.00	99.58%
850 · Transfer Out - Cafe	3,090.00		3,090.00	15,450.00	-12,360.00	20.0%
Total 800 · Other Objects	6,584.00		6,584.00	19,018.00	-12,434.00	34.62%
Total Expense	517,895.53	17,762.87	535,658.40	2,104,318.00	-1,568,659.60	25.46%