

# Hampden-Wilbraham Regional School District

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## Assistant Superintendent for Business Report March 18, 2016

A handwritten signature in black ink, appearing to be "B. Regulbuto", is written over the right side of the report title.

### Financial Report:

Included in your packet are the financial reports including revenues, expenditures, and revolving fund balances for the month ending February 2016, and the Treasurer's Checklist for January of 2016. After eight months, the District has spent just over 60% of the budget. Revenues and expenditures continue to track ahead of projections, while all of our reserve balances remain fully intact.

As you know, the School Committee passed the FY17 budget at the last meeting, but the State is still only through the first step of their budget process. Our job as administrators is to work together to determine how to close the \$537,990 gap we are facing, and bring those recommendations to the Budget Subcommittee as well as any assumptions that may change as the State continues their budget work. Next steps will be the vote of the member towns on the District's budget presented at the town meetings in April and May.

Prior to Tuesday's meeting is the Audit Subcommittee meeting where the District's auditor will give his opinion on the financial statements and internal control structure for FY15. A vote to accept the audit will be necessary by the full School Committee that evening.

A copy of the signed trust agreement with the Retired Teachers and the School Committee is in your packet for your records. There is much activity in the Business Office in preparation for the open enrollment period for benefits, and to ensure a smooth transition for our retired teachers to the SVRHT as of July 1<sup>st</sup>, 2016.

**Food Service:**

The HWRSD School Nutrition Department is holding its first annual Family Healthy Recipe Contest and we have attached the flyer for you! One recipe will be selected at the Elementary, Middle and High School level and will then be featured on the school breakfast/lunch menu. This is a great way to get the entire family involved in something fun and healthy!

As always, please call me with questions or concerns. Have a great weekend!

FEBRUARY 2016

Revenue	RECEIPTS MONTH OF	RECEIPTS YTD ENDING	VOTED BUDGET	FY16 ANTICIPATED	COMPARISON OVER(UNDER)
REVENUE & INCOME	Feb-16	Feb-16	2015-2016	REVENUE	BUDGET
BASE AID CHAPTER 70	956,985	7,655,876	11,483,814	11,483,814	0
TRANSPORTATION CH 71	0	722,804	1,363,936	1,363,936	0
ASSESSMENT HAMPDEN	1,199,315	4,995,044	7,677,355	7,677,355	0
ASSESSMENT WILBRAHAM	3,543,329	15,091,581	23,397,748	23,397,748	0
CHARTER SCHOOL REVENUE	6,125	18,375	0	18,375	18,375
INTEREST	1,991	16,843	50,000	50,000	0
APPLIED MEDICAID	0	0	140,000	140,000	0
MISCELLANEOUS	150	9,869	0	9,869	9,869
APPLIED E&D	462,465	462,465	462,465	462,465	0
HOMELESS TRANSPORTATION	0	0	0	0	0
PRIOR YEAR ENCUMBRANCES	1,041	1,041	0	1,041	1,041
E&D CONTINGENCY RESERVE	0	0	100,000	100,000	0
	<u>6,171,400</u>	<u>28,973,898</u>	<u>44,675,318</u>	<u>44,704,603</u>	<u>29,285</u>
Debt Assessment Hampden			226,800		
Debt Assessment Wilbraham			72,728		

**DETAIL BY FUNCTION 1000-9000 - 2/29/16**

<u>FUNCTION</u>	<u>BUDGET</u>	<u>PER G/L 2/29/16</u>	<u>(UNDER OVER</u>
Func: SCHOOL COMMITTEE - 1110	17,286	15,836	(1,450)
Func: SUPERINTENDENT - 1210	277,158	197,232	(79,926)
Func: ASST SUPERINTENDENT OFFICE - 1220	172,953	110,115	(62,838)
Func: OTHER DISTRICT ADMIN - 1230	18,270	12,579	(5,691)
Func: BUSINESS AND FINANCE - 1410	569,009	416,281	(152,728)
Func: HUMAN RESOURCES & BENEFITS - 1420			
Func: LEGAL SERVICE-SCHOOL COMMITTEE - 1430	22,000	28,381	6,381
Func: LEGAL SETTLEMENTS - 1435	30,000	15,226	(14,774)
Func: DISTRICTWIDE TECHNOLOGY - 1450	301,393	186,070	(115,322)
<b>TOTAL ADMINISTRATION</b>	<b>1,408,069</b>	<b>981,721</b>	<b>(426,348)</b>
Func: CURRICULUM DIRECTORS - 2110	603,937	348,613	(255,325)
Func: SCHOOL LEADERSHIP-PRINCIPALS - 2210	1,650,177	1,064,033	(586,144)
Func: BUILDING TECHNOLOGY - 2250	114,944	52,207	(62,736)
Func: TEACHERS, CLASSROOM - 2305	13,044,671	6,907,517	(6,137,154)
Func: TEACHERS, SPECIALISTS - 2310	2,785,763	1,524,651	(1,261,112)
Func: INSTRUCTIONAL COORDINATORS - 2315	76,198	37,467	(38,731)
Func: INSTRUCTIONAL- THERAPEUTIC - 2320	1,074,816	561,869	(512,947)
Func: INTRUCTIONAL SUBSTITUTES - 2325	251,287	195,780	(55,507)
Func: PARAPROFESSIONALS/INSTRUCT - 2330	1,431,488	728,520	(702,969)
Func: LIBRARIANS/MEDIA CENTER - 2340	252,924	137,466	(115,458)
Func: PROFESSIONAL DEV LEADERSHIP - 2351	25,305	20,137	(5,168)
Func: PROF DEVELOPMENT SUBSTITUTES - 2355	16,225	920	(15,305)
Func: PROF DEVELOPMENT STIPENDS - 2357	131,392	57,402	(73,990)
Func: TEXTBOOKS AND RELATED MATERIAL - 2410	39,005	9,106	(29,899)
Func: OTHER INSTRUCTIONAL MATERIALS - 2415	157,892	98,804	(59,087)
Func: INSTRUCTIONAL EQUIPMENT - 2420	145,649	68,036	(77,613)
Func: GENERAL SUPPLIES - 2430	158,559	76,509	(82,050)
Func: OTHER INSTRUCTIONAL SERVICES - 2440	7,000	1,733	(5,267)
Func: CLASSROOM TECHNOLOGY-HARDWARE - 2451	14,545	9,708	(4,837)
Func: INSTRUCTIONAL SOFTWARE - 2455	220,914	145,844	(75,070)
Func: GUIDANCE - 2710	583,203	311,761	(271,442)
Func: TESTING AND ASSESSMENT - 2720	1,387	-	(1,387)
Func: PSYCHOLOGICAL SERVICES - 2800	927,994	441,230	(486,765)
<b>TOTAL INSTRUCTIONAL</b>	<b>23,715,274</b>	<b>12,799,314</b>	<b>(10,915,960)</b>
Func: ATTENDANCE SERVICES - 3100	7,308	-	(7,308)
Func: HEALTH SERVICES - 3200	428,799	228,972	(199,828)
Func: STUDENT TRANSPORTATION SERVICE - 3300	3,161,117	2,378,201	(782,916)
Func: ATHLETIC SERVICES - 3510	323,703	207,484	(116,219)
Func: OTHER STUDENT ACTIVITIES - 3520	89,122	43,010	(46,112)
Func: SCHOOL SECURITY - 3600	4,500	546	(3,954)
<b>TOTAL TRANS, ATHL, HEALTH SVCS</b>	<b>4,014,550</b>	<b>2,858,213</b>	<b>(1,156,337)</b>
Func: CUSTODIAL SERVICES - 4110	1,962,922	1,332,791	(630,132)
Func: HEATING OF BUILDINGS - 4120	420,600	149,471	(271,129)
Func: UTILITY SERVICES - 4130	908,986	521,250	(387,736)
Func: MAINTENANCE OF GROUNDS - 4210	312,500	162,364	(150,136)
Func: MAINTENANCE OF BUILDINGS - 4220	553,000	366,104	(186,896)
Func: MAINTENANCE OF EQUIPMENT - 4230	40,500	15,400	(25,100)
Func: EXTRAORDINARY MAINTENANCE-4300	0	-	-
<b>TOTAL BUILDING AND GROUNDS</b>	<b>4,198,508</b>	<b>2,547,379</b>	<b>(1,651,129)</b>
Func: EMPLOYEE RETIREMENT - 5100	1,201,253	1,184,299	(16,954)
Func: EMPLOYEE SEPARATION - 5150	97,556	99,729	2,173
Func: PERSONNEL INSURANCE PROGRAMS - 5200	3,695,385	2,326,532	(1,368,853)
Func: INSURANCE -RETIRED SCHOOL EMPL - 5250	1,772,587	1,681,427	(91,160)
Func: OTHER INSURANCE - 5260	170,463	170,567	104
Func: SHORT TERM INTEREST - 5400	15,000	-	(15,000)
Func: SCHOOL CROSSING GUARDS - 5550	26,784	16,246	(10,538)
<b>TOTAL INSURANCES AND FIXED COSTS</b>	<b>6,979,028</b>	<b>5,478,800</b>	<b>(1,500,228)</b>
Func: L-T DEBT PRINCIPAL/SCH CONTR: - 8100	792,465	677,465	(115,000)
Func: L-T DEBT INTEREST/SCH CONSTR: - 8200	1,375,225	1,295,806	(79,419)
<b>TOTAL DEBT SERVICE</b>	<b>2,167,690</b>	<b>1,973,271</b>	<b>(194,419)</b>
Func: TUITION TO MASS SCHOOLS - 9100	163,174	92,882	(70,292)
Func: TUITION OUT OF STATE-9200	365,726	155,084	(210,642)
Func: TUITION OUT OF STATE-CIRCUIT BREAKER OFFSET	(203,574)	(203,574)	-
Func: TUITION TO NON-PUBLIC: - 9300	207,613	44,632	(162,981)
Func: TUITION TO COLLABORATIVE - 9400	2,020,555	529,942	(1,490,613)
<b>TOTAL TUITIONS</b>	<b>2,553,494</b>	<b>618,966</b>	<b>(1,934,528)</b>
Func: Contingency-9900	100,000	-	(100,000)
<b>FY 16 Budget</b>	<b>45,136,613</b>	<b>27,257,664</b>	<b>(17,878,949)</b>
<b>Applied School Choice</b>	<b>(461,295)</b>	<b>-</b>	<b>461,295</b>
<b>TOTAL January 2016 - GENERAL FUND</b>	<b>44,675,318</b>	<b>27,257,664</b>	<b>(17,417,654)</b>

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Fund	Description	31-Jan-2016 Fund Balance	Feb-16 Revenue	Feb-16 Expenditure	29-Feb-2016 Fund Balance
	<b>GRANTS</b>				
2273	FY15 TITLE I GRANT	(1,130.00)	1,130.00		(0.00)
2275	FY15 TITLE IIA GRANT	(0.00)			(0.00)
2281	FY15 DRUG FREE COMMUNITIES	-			-
2282	FY15 TRANS SCHOOL CLIMATE	-			-
2283	FY15 AWARE GRANT	-			-
2285	FY16 94-142 GRANT	(88,579.02)		68,556.79	(157,135.81)
2286	FY16 EARLY CHILDHOOD GRANT	857.53		1,106.60	(249.07)
2287	FY16 METCO GRANT	4,867.79		6,480.96	(1,613.17)
2288	FY16 TITLE I GRANT	(29,753.31)	39,820.00	17,533.14	(7,466.45)
2289	FY16 ENHANCED SCHOOL HEALTH	6,690.45		4,843.25	1,847.20
2290	FY16 TITLE IIA GRANT	(11,616.14)	13,939.00	4,646.60	(2,323.74)
2291	FY16 SPED PROGRAM IMPROVEMENT	1,183.50	238.00	1,267.63	153.87
2292	FY16 ACADEMIC SUPPORT GRANT	3,680.00		660.00	3,020.00
2293	FY16 TRANS SCHOOL CLIMATE	(46,060.14)	68,325.21	34,262.50	(11,997.43)
2294	FY16 DRUG FREE COMMUNITIES	(9,716.87)	12,244.57	7,511.49	(4,983.79)
2295	FY16 AWARE GRANT	(3,194.49)	4,080.10	1,703.95	(818.34)
2296	FY16 ESSC GRANT	(6,837.62)	8,921.98	4,149.50	(2,065.14)
2297	FY16 EC PROG IMPROVE CFDA#84.173	2,000.00			2,000.00
	<b>Total Grants</b>	<b>(177,608.32)</b>	<b>148,698.86</b>	<b>152,722.41</b>	<b>(181,631.87)</b>
Fund	Description	31-Jan-2016 Fund Balance	Feb-16 Revenue	Feb-16 Expenditure	29-Feb-2016 Fund Balance
	<b>REVOLVING ACCOUNTS</b>				
1020	SCHOOL CHOICE	849,278.14	51,776.00	-	901,054.14
1025	SPED CIRCUIT BREAKER	559,571.00		503,574.00	55,997.00
1027	REGIONAL TRANSPORTATION REIMB	191,236.00			191,236.00
1030	VOCATIONAL TUITION	133,878.00			133,878.00
1080	STUDENT ACTIVITY FUNDS	331,167.79	24,681.93	40,000.00	315,849.72
1090	STUDENT ACTIVITY FEES MRHS	37,558.35	120.00	311.09	37,367.26
2000	HWRSD CAFETERIA PLAN	2,850.49			2,850.49
2701	FOOD SERVICES	64,629.00	107,201.88	98,034.86	73,796.02
2704	STONY HILL SCHOOL REVOLVING	4,524.49			4,524.49
2705	GRANT BENEFITS REVOLVING	14,628.44			14,628.44
2706	SAVE OUR SCHOOLS GRANT	625.61			625.61
2711	ATHLETIC REVOLVING	30,224.20	6,061.98	32,418.36	3,867.82
2712	NEW BEGINNINGS REVOLVING	(15,884.72)	7,856.00	4,567.62	(12,596.34)
2716	SAFETY REVOLVING	3,344.11			3,344.11
2718	MILE TREE REVOLVING	11,356.44		6,200.00	5,156.44
2720	POST RETIREMENT HEALTH INS	-			-
2721	PROPERTY DAMAGE/VANDALISM	175.00			175.00
2722	RENTAL OF FACILITIES	133,690.28	2,000.00	2,332.99	133,357.29
2735	WILB/HAMP ACADEMIC TRUST	332.55			332.55
2737	WORKSHOP ACCOUNTS	905.20			905.20
2738	INSURANCE REPLACEMENTS	-			-
2739	MEDICAID REIMBURSEMENT	111,686.54			111,686.54
2740	EARLY CHILDHOOD REVOLVING	31,387.85	18,192.50	12,093.63	37,486.72
2741	MATH ENRICHMENT	-			-
2744	BLUES IN THE SCHOOLS REVOLVING	1,535.21			1,535.21
2745	THEATER WORKSHOP	3,199.74			3,199.74
2746	ELEMENTARY MUSIC REVOLVING	5,009.19	37.50	90.35	4,956.34
2747	LIBRARY SERVICES REVOLVING	5,007.10	50.00	2,198.05	2,859.05
2748	TWB REVOLVING	13,509.58	588.00	1,879.61	12,217.97
2763	GREEN MEADOWS REVOLVING	10,111.95	225.00	695.00	9,641.95
2766	SOULE ROAD REVOLVING	741.17	177.83	37.24	881.76
2767	WILB MIDDLE LOST/DAMAGED BOOKS	2,900.28			2,900.28
2769	WILBRAHAM MIDDLE REVOLVING	1,163.21		225.00	938.21
	HS REVOLVING ACCOUNTS	46,663.73	3,779.30	284.16	50,158.87
2788	SPED REVOLVING	50.00			50.00
2790	HS STUDENT PARKING REVOLVING	42,486.67	1,534.00	5,038.76	38,981.91
2791	TRANSFER ACCT REVOLVING	4,238.94	170.00	136.01	4,272.93
2792	HS TECH ED REVOLVING	50.27			50.27
2793	CHILD STUDY REVOLVING	31,806.99	1,813.50	593.50	33,026.99
2794	MEDIA CTR LOST/DAMAGE RESOURCE	3,618.65			3,618.65
2795	HS CHOIR REVOLVING	2,882.39			2,882.39

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2797	WILB MIDDLE MINI-COURSES	2,987.10			2,987.10
2879	TITLE III CONSORTIUM	-			-
2890	MRHS ENTREPRENEUR REVOLVING	14,287.14		6,809.16	7,477.98
2891	MKEA FUNDING	-			-
2893	WMS HOMEWORK CENTER	493.89			493.89
3000	STONY HILL/MILE TREE BOND FD	-			-
3001	GREEN MEADOWS BOND FUND	0.20	21,600.00		21,600.20
4002	MEMORIAL FUND	897.12			897.12
4003	SPEAR MEMORIAL MUSIC FUND	1,300.00		290.00	1,010.00
4007	MISIASZEK SCHOLARSHIP	4,555.00			4,555.00
4008	JEFFREY KACE SCHOLARSHIP	1,000.00			1,000.00
4010	OPEB TRUST FUND	211,658.68	44.82		211,703.50
4011	DONATION FITNESS CENTER	1,000.00			1,000.00
4013	Ellen Gourlay Memorial	2,990.00			2,990.00
4014	Giller Foundation Trust	1,155.20			1,155.20
4015	John M. Flynn donation	355.83			355.83
	<b>Total Revolving Funds</b>	<b>2,914,819.99</b>	<b>247,910.24</b>	<b>717,809.39</b>	<b>2,444,920.84</b>
9007	MRHS PROJECT FUND	6,693,655.76	-		6,693,655.76
9012	ADMIN BUILDING/POOL PROJECT	(6,095,629.52)	-	-	(6,095,629.52)
9013	SOULE RD WINDOW PROJECT	(7,750.00)	-	(7,750.00)	-
	<b>Total Capital Project Funds</b>	<b>590,276.24</b>	<b>-</b>	<b>(7,750.00)</b>	<b>598,026.24</b>
	<b>Total All Funds</b>	<b>3,327,487.91</b>	<b>396,609.10</b>	<b>862,781.80</b>	<b>2,861,315.21</b>

**Treasurer's Checklist - January 2016**

Review receipts and deposits/cash-investments reported in GL	X
Review building project/cash management/financing	X
Review bank statements	X
Review bank statement reconciliations	X
Review Trial Balance from GL including P/R and AP warrants and correspondence to bank statements	X

**Quarterly**

	<b>Sept'15</b>	<b>Dec</b>	<b>March</b>	<b>June'16</b>
Review and sign Treasurer's Quarterly Cash Report	X	X		
Review quarterly 941 filings	X	X		

**Yearly - Year Ending**

Sign Fiscal 2015 Yearly Treasurer's Report (June 30, 2015)	X
Review W2 and 1099 Annual Reporting	
GICC Reporting Annually for Qualified Retirees	

  
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