

PUBLIC SCHOOLS

MILTON, MASSACHUSETTS 02186



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To: Milton School Committee
From: Glenn Pavlicek, Assistant Superintendent for Business Affairs
Subject: Third Quarter FY 19 Report
Date: April 3, 2019

Attached please find the second quarter report for FY 19. Please note the following with respect to the All Funds Budget Summary:

1. As of this report, fifteen teacher payrolls have been paid. We would expect to see about 42.3% of those salary lines remaining, which we do. Similarly, Instructional Aides have had fifteen paychecks out of 21, with 27.6% expected to remain. For twelve month employees (administration, custodians, etc.), salary lines should reflect 25% remaining. All of these salary lines are on target.
2. In the Policy and Administration category, the Legal line is over budget due to an expensive Special Education litigation and settlement this summer.
3. The classroom materials lines in the Instruction category (texts, equipment, supplies, services, technology, software, etc) are spent heavily at the beginning of the academic year, so the relatively low remaining balances in those lines is not unexpected. Recall also that this is the first year where many of our technology purchases are now charged to the Instruction category. At the beginning of the year, we had to estimate how those costs would be distributed. When we have one year of actual expenditures, we will be able to estimate this more closely. As a result, some technology lines may be over budget while others end up under budget. When taken in the aggregate, we have approximately \$65,000 remaining from the \$873,000 budget, which should be sufficient for the remainder of the year.
4. Out of district Special Education costs and Special Education transportation costs have been estimated for the year and are encumbered. These estimates will move up and down as the year progresses. Similarly, we have encumbered anticipated Special Education contractual costs for the year in the Curriculum Director non-salary line. Currently, the Special Education Transportation and Contracted Services lines are slightly over budget but the encumbrances were conservative so, while these lines bear watching, there is no concern yet. The Out of District Tuitions estimates are running very high however. We will be meeting with the Special Education department shortly to update these estimates. In the worst case, we might need to allocate more of our Medicaid reimbursement funds to plug this gap.

25 Gile Road, Milton, Massachusetts 02186

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5. We have also set aside anticipated costs for Custodial and Maintenance non-salary contracts and purchases. Most of these are in the form of "not to exceed" purchase orders. Exact costs will be monitored as the year progresses. Especially in the Maintenance category, some of these costs will end up being paid from Facilities Rental revolving funds which currently have strong balances.
6. With regard to revolving funds:
 - The Athletics revolving fund (504) currently has a negative balance. Once the final spring sports fees are received, we will need to transfer any remaining negative balance back to the General Fund.
 - The Copeland Rental account, which receives rental fees from the Field House and Brooks Field, has a balance of roughly \$250,000 which is being accumulated for upcoming necessary repairs to Brooks Field.
 - The balances in the Preschool Tuition accounts (509, 511, and 545) will be used to offset the salaries and other costs of those programs before the end of the fiscal year.
 - Sports, Activities and Field Trip funds will be spent on these items by the end of the fiscal year.
 - The Collicot After School account shows a negative balance only because the corresponding deposit was not posted by April 1. The account is no longer negative.

Grants Awarded this Quarter

- Copeland Foundation Gift for second school van -- \$37,755

Feel free to contact me with any questions.

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