Berlin-Boylston Regional School District
Albert G. Ganem, Jr., Interim Superintendent of Schools
215 Main Street, Boylston, MA 01505
508-869-2837 ext. 1107 aganem@bbrsd.org

TO: Berlin-Boylston Regional School Committee

FROM: Dan Deedy, Interim Director of Finance and Operations

THROUGH: Albert Ganem, Jr. Acting Interim Superintendent of Schools

DATE: October 8, 2024

RE: Brevity Report

This evening, I will speak to several items relative to the District's finances.

1. **A/P Warrants**: I have before you this evening, three (3) Warrants. They are as follows:

   Voucher No.1001 Dated 9/11/24 @ $164,620.61. This Warrant includes a number of payments across the General Fund, Circuit Breaker, School Lunch Revolving and several Federal Grants.
   Motion: To approve Warrant 1001 as presented by Administration with a value of $164,620.61.

   Voucher No. 1002 Dated 9//25/24 @ $266,670.07. Similar to Voucher No. 1001, the Warrant includes a number of payments across the General Fund, Circuit Breaker, Athletics, the After School Program and several Federal grants.
   Motion: To approve Warrant 1002 as presented by Administration with a value of $266,670.07.

   Voucher No. 1003 Dated 9/27/24 @ $1,038,796.18. This Warrant includes several health insurance invoices that were not paid. These payments are taken solely from the General Fund.
   Motion: To approve Warrant 1003 as presented by Administration with a value of $1,038,796.18.

2. **Business Office Update**: I have several interviews scheduled for Wednesday and Thursday to look to back-fill the AP/AR position. I will update the Budget Subcommittee on these meetings at the first Budget Subcommittee Meeting this fall.

3. **FY24**: I continue to do work relative to the FY24 close. There are still several encumbrances that need to be corrected before they can be rolled forward. There are several payrolls to be posted as well as several receipts. More on this work at the Budget Subcommittee Meeting.

4. **Excess and Deficiency**: I've contacted the Department of Revenue and made them aware of several changes here in the Business Office. I am also reviewing the District's E&D submittal from FY23 in consort with the FY24 submittal.

5. **FY25**: At last week's Administrative Staff Meeting I asked the principals to, along with their respective support staff person, do a review of their open purchase orders. I refer to this practice as Chasing the Dogs Purchase Orders. This is a quarterly review of FY25 purchase orders. At this juncture in the school year, materials that were ordered last summer should have been received by the building staff. If not, why not? Do open purchase orders need to be kept open, closed, increased, decreased?

   With respect to the FY25 General Fund budget, there is much work to be done. I plan to give a thorough overview, a deep drive, into the FY25 budget at the Budget Subcommittee Meeting.

6. **FY26:** There is much happening with the FY25 budget. We cannot lose sight of the FY26 budget preparation however. I will submit to the Budget Subcommittee a detailed schedule for this year's budget process.

   This concludes my Brevity Report for tonight's School Committee Meeting. I welcome questions.