

**Suffield Public Schools  
Financial Status Report  
As of November 30, 2019**

Attached please find the General Operating Budget, the Federal and State Grants and the Food Service reports for the period ending November 30, 2019.

**2019-20 Budget to Actual**

Our projected year end shows a net surplus of \$41,357 compared to a net surplus of \$22,269 last month.

The significant changes were a reduction in Teacher Professional Service expenses due to the termination of our contract with CCSN which resulted in a savings of \$122,050. There was a net cost increase in Special Education Tuition of \$158,080 due to changes in expected Excess Cost Reimbursement. The overall Special Education Tuition cost projection for the year is \$431,028 above budget. An analysis of this deficit is attached.

A positive end of year balance projection was achieved by reducing the projected cost for substitutes based on year to date spending and by moving most school repairs to Open Choice.

**State and Federal Grants**

This report contains state and federal grants and private grants received by the Suffield Public Schools.

There were no significant changes to the grants this month. The Open Choice end of year balance needs to be maintained at or above \$388,677 as that is the carry over amount included in the 2020-21 budget. It is currently projected at \$390,337.

**Food Service**

The year-to-date food service loss is \$15,338 compared to a \$21,056 loss at this time last year. Revenues are slightly above last year. However, labor costs have been reduced by improved scheduling.

We will start the sharing table in January. The flyer which we will publish next week is attached.

**Summary**

We continue to maintain a surplus for the year. Accomplishing this continues to be challenging. The current surplus does not include any funds to replace the services previously provided by CCSN. We have no additional funds allocated toward repairs or projects for the current year. Any unexpected negative changes in SPED expenses or reimbursements will require current year budget reductions. This will also be true for any large unexpected repairs or winter heating expenses. If any of these occur, we will have to determine whether we reduce our Open Choice projected surplus which would require increasing our 2020-21 budget request or ask the town to fund at least part of our SPED tuition deficit from the town's contingency fund.

Respectfully Submitted,

Bill Hoff  
Business Manager

SUFFIELD PUBLIC SCHOOLS  
YEAR END BUDGET REPORT  
NOVEMBER 2019

	ORIGINAL APPROP	TRANFRS ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC.	AVAILABLE BUDGET	PROJECTED BY 6/30/2019	BALANCE 6/30/2019
<b>SALARIES</b>								
ADMINISTRATIVE	2,238,075	0	2,238,075	960,618	1,231,165	46,293	8,205	38,089
TEACHERS	16,449,067	0	16,449,067	4,562,802	11,474,427	411,838	102,475	309,363
NON- CERTIFIED	1,185,488	0	1,185,488	449,987	723,868	11,633	7,218	4,415
PROFESSIONAL	531,533	0	531,533	250,520	380,330	-97,906	-59,989	-37,917
PARA PROFESSIONALS	1,130,895	0	1,130,895	332,169	724,338	74,388	41,856	32,532
ATHLETIC	307,861	0	307,861	84,239	62,621	161,001	161,033	-31
NURSES	227,719	0	227,719	74,011	149,040	4,669	4,667	2
MAINTENANCE	939,392	0	939,392	391,630	503,238	44,524	16,039	28,485
OTHER SUPPORT	104,592	0	104,592	40,939	0	63,653	60,885	2,768
SUMMER SCHOOL	106,039	0	106,039	97,339	0	8,700	1,120	7,580
CERTIFIED SUBSTITUTE	70,000	0	70,000	17,881	8,759	43,360	43,360	0
NON CERT. SUBSTITUTES	8,000	0	8,000	1,656	0	6,345	6,345	-1
MONITORS	70,331	0	70,331	21,690	57,659	-9,018	8,000	-17,018
STIPEND & ADDITIONAL DUTY	230,908	0	230,908	63,818	57,989	109,101	107,688	1,413
ACADEMIC SUPPORT	99,593	0	99,593	24,499	75,753	-658	0	-658
<b>TOTAL SALARIES</b>	<b>23,699,495</b>	<b>0</b>	<b>23,699,495</b>	<b>7,373,794</b>	<b>15,449,187</b>	<b>877,924</b>	<b>508,901</b>	<b>369,023</b>
<b>BENEFITS</b>								
HEALTH BENEFITS	4,215,541	0	4,215,541	2,110,754	0	2,104,786	2,020,794	83,992
DISABILITY	9,216	0	9,216	5,633	0	3,583	-1,120	4,703
GROUP LIFE INSURANCE	37,722	0	37,722	14,450	0	23,273	18,200	5,073
FICA	720,560	0	720,560	224,309	0	496,251	451,272	44,979
PENSION CONTRIBUTION	850,846	0	850,846	33,777	0	817,069	862,824	-45,755
TUITION REIMBURSEMENT	9,983	0	9,983	0	0	9,983	9,983	0
UNEMPLOYMENT	23,613	0	23,613	6,526	0	17,087	8,544	8,544
WORKERS COMP.	153,791	0	153,791	149,399	0	4,392	0	4,392
<b>TOTAL BENEFITS</b>	<b>6,021,272</b>	<b>0</b>	<b>6,021,272</b>	<b>2,544,848</b>	<b>0</b>	<b>3,476,423</b>	<b>3,370,497</b>	<b>105,927</b>

SUFFIELD PUBLIC SCHOOLS  
 YEAR END BUDGET REPORT  
 NOVEMBER 2019

	ORIGINAL APPROP	TRANFRS ADJSTMNTS	REVISED BUDGET	YTD ACTUAL	ENC.	AVAILABLE BUDGET	PROJECTED BY 6/30/2019	BALANCE 6/30/2019
<b>PROFESSIONAL SERVICES</b>								
ADMINISTRATIVE SERVICES	50,000	0	50,000	17,817	5,805	26,378	26,378	0
TEACHER PROFESSIONAL SERVICE	272,472	0	272,472	112,121	175,430	-15,079	-142,629	127,550
ATHLETICS	254,184	0	254,184	62,428	113,218	78,538	121,059	-42,521
PROFESSIONAL SERVICES	197,941	0	197,941	33,947	3,870	160,124	136,893	23,231
OTHER PROFESSIONAL SERVICES	362,607	0	362,607	78,832	185,399	98,375	50,574	47,802
LEGAL SERVICES	97,176	0	97,176	43,623	0	53,554	71,154	-17,600
PURCHASED SERVICE	300	0	300	1,000	0	-700	300	-1,000
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>1,234,681</b>	<b>0</b>	<b>1,234,681</b>	<b>349,768</b>	<b>483,722</b>	<b>401,190</b>	<b>263,729</b>	<b>137,461</b>
<b>PURCHASED SERVICE</b>								
WATER & SEWER FEES	68,921	0	68,921	31,728	25,182	12,011	858	11,153
RUBBISH REMOVAL	32,106	0	32,106	12,937	16,422	2,748	2,748	0
EQUIPMENT REPAIR	93,233	0	93,233	109,543	18,584	-34,894	-34,653	-242
SCHOOL EQUIP REPAIR	22,780	0	22,780	9,462	121	13,197	19,296	-6,099
TECHNOLOGY REPAIR SERVICE	33,331	0	33,331	14,718	10,400	8,213	15,191	-6,978
LEASE/RENTAL	70,195	0	70,195	23,865	43,156	3,173	3,248	-75
<b>TOTAL PURCHASED SERVICE</b>	<b>320,566</b>	<b>0</b>	<b>320,566</b>	<b>202,252</b>	<b>113,865</b>	<b>4,449</b>	<b>6,688</b>	<b>-2,239</b>
<b>TRANSPORTATION SERVICE</b>								
PUPIL TRANSPORTATION	1,053,760	0	1,053,760	235,583	826,135	-7,958	-4,228	-3,730
SPED TRANSPORTATION	580,141	0	580,141	178,803	416,137	-14,799	0	-14,799
OTHER TRANSPORTATION SERVICES	3,050	0	3,050	2,581	0	469	469	0
<b>TOTAL TRANSPORTATION</b>	<b>1,636,951</b>	<b>0</b>	<b>1,636,951</b>	<b>416,967</b>	<b>1,242,272</b>	<b>-22,288</b>	<b>-3,759</b>	<b>-18,529</b>
<b>SUPPORT SERVICES</b>								
PROP. & LIAB. INSURANCE	44,819	0	44,819	46,929	0	-2,110	0	-2,110
COMMUNICATION SERVICES	71,970	0	71,970	28,321	43,029	620	22,304	-21,684
ADVERTISING	8,000	0	8,000	1,085	0	6,915	6,915	0
PRINTING AND BINDING	10,700	0	10,700	2,003	0	8,747	8,877	-130
<b>TOTAL SUPPORT SERVICES</b>	<b>135,489</b>	<b>0</b>	<b>135,489</b>	<b>78,338</b>	<b>43,029</b>	<b>14,172</b>	<b>38,096</b>	<b>-23,924</b>

SUFFIELD PUBLIC SCHOOLS  
YEAR END BUDGET REPORT  
NOVEMBER 2019

	ORIGINAL APPROP	TRANFRS ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC.	AVAILABLE BUDGET	PROJECTED BY 6/30/2019	BALANCE 6/30/2019
<b>TUITION</b>								
SPED TUITION	1,094,602	0	1,094,602	579,821	2,108,050	-1,593,269	-1,162,240	-431,028
ADULT EDUCATION	16,000	0	16,000	0	0	16,000	16,000	0
MAGNET SCHOOL	0	0	0	0	0	0	0	0
<b>TOTAL TUITION</b>	<b>1,110,602</b>	<b>0</b>	<b>1,110,602</b>	<b>579,821</b>	<b>2,108,050</b>	<b>-1,577,269</b>	<b>-1,146,240</b>	<b>-431,028</b>
<b>OTHER PURCHASED SERVICE</b>								
FOOD SERVICE SUBSIDY	13,353	0	13,353	0	0	13,353	13,353	0
TRAVEL & CONFERENCES	75,072	0	75,072	18,155	26,098	30,819	34,045	-3,226
<b>TOTAL OTHER PURCH. SERVICE</b>	<b>88,425</b>	<b>0</b>	<b>88,425</b>	<b>18,155</b>	<b>26,098</b>	<b>44,172</b>	<b>47,398</b>	<b>-3,226</b>
<b>SUPPLIES</b>								
OFFICE SUPPLIES	39,303	0	39,303	13,094	1,502	24,708	24,708	0
INSTRUCTIONAL SUPPLIES	222,113	0	222,113	87,126	12,384	122,668	122,669	-1
LIBRARY SUPPLIES	7,967	0	7,967	10,075	-6,201	4,052	4,052	0
CUSTODIAL SUPPLIES	95,100	0	95,100	36,059	3,459	55,582	55,582	0
HEATING SERVICES	204,179	0	204,179	33,675	170,503	1	10,556	-10,555
ELECTRICITY	372,151	0	372,151	142,491	237,787	-8,127	66,740	-84,867
TEXTBOOKS	13,470	0	13,470	6,446	1,440	5,584	5,584	0
WORKBOOKS	1,698	0	1,698	0	369	1,329	1,329	0
TECHNOLOGY SUPPLIES	22,380	0	22,380	9,413	0	12,967	12,967	0
SOFTWARE SUPPLIES	150,704	0	139,704	118,858	0	31,846	25,310	6,536
<b>TOTAL SUPPLIES</b>	<b>1,129,066</b>	<b>0</b>	<b>1,118,066</b>	<b>457,237</b>	<b>421,243</b>	<b>250,611</b>	<b>329,497</b>	<b>-88,886</b>
<b>EQUIPMENT</b>								
INSTRUCTIONAL EQUIPMENT	6,213	0	6,213	11,344	-2,640	-2,492	730	-3,222
INSTRUCTIONAL EQUIPMENT	18,958	0	18,958	11,167	-3,720	11,511	11,511	0
NON-INSTRUCTIONAL EQUIPMENT	13,950	0	13,950	15,710	-3,793	2,034	1,848	0
<b>TOTAL EQUIPMENT</b>	<b>39,121</b>	<b>0</b>	<b>39,121</b>	<b>38,221</b>	<b>-10,153</b>	<b>11,053</b>	<b>14,089</b>	<b>-3,222</b>
<b>DUES AND FEES</b>								
DUES & FEES & DIGITAL MEMBERSHIP	132,204	0	132,204	97,731	14,513	19,959	19,959	0
<b>TOTAL DUES AND FEES</b>	<b>132,204</b>	<b>0</b>	<b>132,204</b>	<b>97,731</b>	<b>14,513</b>	<b>19,959</b>	<b>19,959</b>	<b>0</b>
<b>GRAND TOTAL</b>	<b>35,547,870</b>	<b>0</b>	<b>35,536,870</b>	<b>12,157,133</b>	<b>19,891,826</b>	<b>3,500,397</b>	<b>3,448,854</b>	<b>41,357</b>

# SPED Tuition Deficit Analysis

11/30/2019

## 11/30/19 Projection

	2019-20 Budget	2019-20 Projection	Difference
02081210 50563 TUITION OUT OF DIST SPED	\$2,099,944	\$2,390,154	\$290,210
02081210 50563 154 RISE PROGRAM	\$203,434	\$231,512	\$28,078
02081210 50560 EXCESS COST REIMBURSEMENT	-\$700,634	-\$684,116	\$16,518
02081210 50561 CHOICE SPED COST REIMBURSEMENT	-\$508,143	-\$411,919	\$96,224
NET SPED TUITION COST	\$1,094,601	\$1,525,631	\$431,030

## Tuition

Students	2019-20 Budget	2019-20 Actual
Budgeted Students	24	23
Exited Students	1	
New Students	0	8
Total	25	31

Note: 3 of these are less than \$15,000 and 1 is a Choice student who should have been in budget and 1 is a student who was expected to attend RISE

## Cost

	Change
Savings from exited student	-\$61,454
Increase for new students	\$279,872
Net impact of tuition changes for budgeted students	\$71,792
Net Change	\$290,210

## RISE

	2019-20 Budget	2019-20 Projection	Difference
Number of Students	6	6	0
Tuition	\$203,434	\$231,512	\$28,078

Note: One of expected students was outplaced, but we had three new students instead of the two projected

### Choice Reimbursement

	Change
Credit for overpayment for 2018-19	\$35,952
Charges for students who left district	\$80,528
Charges for new students	-\$9,665
Changes in charges for continuing students	-\$10,591
Net Change	\$96,224

### Excess Cost Reimbursement

	Change
Estimate of \$75,235 threshold vs \$78,382 actual	\$35,404
New Students	-\$51,322
Exited Students	\$15,626
Effect of tuition and transportation changes	\$16,810
Net Change	\$16,518

MONTHLY FINANCIAL REPORT 2019-20  
FEDERAL AND STATE GRANTS  
NOV. 30, 2019

GRANT DESCRIPTION	GRANT AWARD BALANCE		EXPENDITURES 2019/2020	ENCUMBERED 2019/2020	BALANCE 2019/2020	PROJECTED EXPENDITURE		PERCENT COMMITTED AS OF 6/30/2020	PROJECTED EXPENDITURES		PROJECTED YEAR END 6/30/2021
	2019/2020	2019/2020				THRU 6/30/20	THRU 6/30/2020		THRU 6/30/2020	THRU 6/30/2021	
TITLE I Improving 19/21	326,414	186,001	68,057	186,001	72,356	6,705	65,651	79.9%	65,283	368	
TITLE II Teachers 19/21	67,670	29,013	10,694	29,013	27,963	0	27,963	58.7%	27,963	0	
TITLE I Improving 18/20	18,228	13,866	4,362	13,866	0	0	0	100.0%	0	0	
TITLE II Teachers 18/20	70,359	49,580	20,779	49,580	0	0	0	100.0%	0	0	
Title III	3,656	0	0	0	3,656	3,656	0	100.0%	0	0	
Title IV	18,050	360	360	360	17,690	17,690	0	100.0%	0	0	
IDEA Part B 18/20	123,148	43,863	43,863	79,285	0	0	0	100.0%	0	0	
IDEA PRE-SCHOOL 18/20	528	528	0	528	0	0	0	0	0	0	
Open Choice	1,141,387	215,190	320,684	215,190	605,513	215,176	390,337	65.8%	0	390,337	
IDEA PART B 19/21	446,929	270,880	115,502	270,880	60,547	0	60,547	0	60,547	0	
IDEA PRE-SCHOOL 19/21	14,706	12,132	2,574	12,132	0	0	0	100.0%	0	0	
Choice Acad. & Social Support	61,350	39,953	15,346	39,953	6,051	6,051	0	100.0%	0	0	
Perkins Grant	30,063	500	1,390	500	28,173	28,173	0	100.0%	0	0	
DSS GRANT	167,495	16,561	16,561	16,561	150,934	150,934	0	100.0%	0	0	
ASTE Grant	201,989	89,182	89,182	0	112,807	112,807	0	100.0%	0	0	
Total Grants	2,691,972	896,928	709,354	896,928	1,085,690	541,192	544,498		153,793	390,705	

**FOOD SERVICE INCOME STATEMENT**  
**AS OF 11/30/2019**

	MONTH TO DATE NOV. 2019		YEAR TO DATE 2020		YEAR TO DATE 2019
<b>REVENUES:</b>					
Daily Cash Sales	\$ 53,057	\$	166,606	\$	161,024
Rebates & Misc. Income	\$ 16	\$	54	\$	240
State of CT Grants	\$ -	\$	11,468	\$	15,284
Catering	\$ -	\$	-	\$	4,952
State Reimbursements	\$ 17,375	\$	63,806	\$	58,278
<b>TOTAL INCOME</b>	<b>\$ 70,448</b>	<b>\$</b>	<b>241,934</b>	<b>\$</b>	<b>239,777</b>
<b>EXPENSES:</b>					
Cost of Sales:					
Food	\$ 25,622	\$	80,857	\$	78,325
Other expenses	\$ 7,509	\$	31,595	\$	34,245
Sub Total	\$ 33,131	\$	112,452	\$	112,570
<b>Operating Expenses:</b>					
Wages and Benefits	\$ 33,291	\$	104,601	\$	108,943
SUPERVISOR SALARY	\$ 7,147	\$	37,317	\$	36,618
Direct Expense	\$ -	\$	-	\$	-
Management Fee	\$ 1,010	\$	2,902	\$	2,702
UnControlables(Insurance, fees etc.)	\$ -	\$	-	\$	-
Sub Total	\$ 41,448	\$	144,820	\$	148,264
<b>TOTAL EXPENSES</b>	<b>\$ 74,579</b>	<b>\$</b>	<b>257,272</b>	<b>\$</b>	<b>260,833</b>
<b>NET INCOME/(LOSS )Before BOE Subsidy</b>	<b>\$ (4,131)</b>	<b>\$</b>	<b>(15,338)</b>	<b>\$</b>	<b>(21,056)</b>



# Sharing Table



## ***What is a Sharing Table?***

The Sharing Table is a place where students can place unopened food and drinks that they choose not to eat or drink. This provides an opportunity for other students to take additional helpings of food or beverages from the Sharing Table at no cost to them. Items from home may not be placed on the Sharing Table.

## ***Why a Sharing Table?***

- We are required to offer five components or food groups for lunch. These are meats/protein, grains, fruits, vegetables, and milk. Students may take all five items, but must take at least three components to make a student lunch. One component must be a fruit or vegetable.
- In order to take the minimum number of items to create a student meal, a student may be required to select a food he or she will not eat.
- The Sharing Table is available to encourage sharing of unwanted items and prevent them from being thrown away.
- While students are still encouraged to choose only what they will eat and eat what they choose, the Sharing Table offers an opportunity for sharing items that would otherwise be thrown away.

## ***How Does the Sharing Table Work?***

Students must drop off unwanted food and drink on the Sharing Table immediately after leaving the serving line. If a student is still hungry after finishing his or her meal, he or she may pick-up items from the Sharing Table.

## ***What Can Be Placed on the Sharing Table?***

Pre-packaged food, unopened wrapped food and beverages, or food items with a peel.

Examples include:

- Unopened milk, cheese sticks, yogurt, and cut fruits and vegetables*
- Unopened crackers, cereal bars, and chips*
- Wrapped fresh fruits and vegetables*
- Unwrapped whole fruits with an inedible peel, such as oranges or bananas*

For more information, please contact Ben Gashi 860-668-3810 ext 3115 or [bgashi@suffield.org](mailto:bgashi@suffield.org)