

Robert Shaner, Ph.D.
Superintendent

Debi Fragomeni
Deputy Superintendent of Teaching & Learning



Dana J. Taylor, CPA, CFF
Deputy Superintendent of Business Affairs

Elizabeth A. Davis
Chief Human Resource Officer

501 W. University Drive • Rochester, Michigan • 48307 • Phone: 248.726.3000 • Fax: 248.726.3105

MEMORANDUM

March 9, 2020

To: Dr. Robert Shaner, Superintendent

From: Dana Taylor, Deputy Superintendent of Business Affairs

Subject: **School District Budget Amendment for the 2019-2020 Fiscal Year**

The following pages contain the Resolutions for Amendment of the 2019-2020 General Fund, Bookstore Fund, Student Activity, and Early Learning Center Fund budget.

The General Fund budget projects an increase in revenue of \$1,127,607 based on changes to projections in school aged care program revenue, state aid funding, and grant carryover from prior years. The General Fund budget projects an increase in expenditures of \$1,219,193 based on changes to staffing, employee benefits, grants, and building repairs. With these changes, the fund balance is projected to be \$37,361,877.

The Bookstore Fund budget projects an increase in revenue of \$10,714 based on changes to projections in revenue driven by the ability to make sales from credit cards. The Bookstore Fund budget projects an increase in expenditures of \$10,428 based on changes to additional supplies for resale. With these changes, the fund balance is projected to be \$81,608.

The Student Activity budget projects an increase in revenue of \$730,208 and increase in expenditures of \$625,873 to adjust for the actual activity of student groups. With these changes, the fund balance is projected to be \$1,226,546.

The Early Learning Center Fund budget projects a decrease in revenue of \$532,500 based on changes to projections in enrollment. The Early Learning Center Fund budget projects an increase in expenditures of \$11,459 based on changes to salaries and benefits. With these changes, the fund balance is projected to be \$0.

During the February 24, 2020 Board of Education work session, the budgets were reviewed in detail.

Based on this information, we recommend that the Rochester Board of Education adopt the following resolution for the General Fund, Bookstore Fund, Student Activity Fund, and Early Learning Center Fund.

Please let me know if you need any additional information.

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION
ROCHESTER COMMUNITY SCHOOLS**

2019-2020 BUDGET AMENDMENT

RESOLVED, that this resolution shall be the **GENERAL FUND** Appropriation Act of the Rochester Community Schools for the fiscal year 2019-2020: A resolution to make appropriations; and to provide for the disposition of all income received by Rochester Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the **GENERAL FUND** of Rochester Community Schools for fiscal year 2019-2020 be adopted as follows:

Revenues	
Local	\$ 30,181,318
State	137,983,233
Federal	4,636,181
County and Other Proceeds	12,110,021
Total Revenue	184,910,754
Fund Balance July 1, 2019	\$36,334,264
Revenue Appropriated to Fund Balance	1,027,613
Estimated Fund Balance June 30, 2020	37,361,877
Revenue Appropriated to Fund Balance	(1,027,613)
Total Appropriated for General Fund Expenditures	\$ 183,883,141

BE IT FURTHER RESOLVED, that \$183,883,141 in the **GENERAL FUND** is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
INSTRUCTION:	
Basic Programs	\$ 84,112,870
Added Needs	22,979,047
Adult and Continuing Education	294,166
SUPPORT SERVICES:	
Pupil Support	15,686,260
Instructional Support	8,451,420
General Administration	1,711,136
School Administration	8,762,837
Business Support	2,444,020
Operations & Maintenance	15,100,042
Transportation	7,890,470
Central Support	6,552,887
Other Support	3,015,419
COMMUNITY SERVICES	3,502,726
BUILDING IMPROVEMENTS	3,179,841
DEBT SERVICE	-
TRANSFERS:	
Interfund Transfer	200,000
Total Appropriated for General Fund	\$ 183,883,141

This appropriation to become effective March 9, 2020

FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

**ROCHESTER COMMUNITY SCHOOLS
GENERAL FUND BUDGET AMENDMENT
June 30, 2020**

	2018-19		2019-20		Proposed Budget
	Final Actual	Original Budget	Budget Amendment #1	Adjustments	
REVENUE:					
Local Revenue	\$ 27,928,112	\$ 28,833,729	\$ 29,897,940	\$ 283,378	\$ 30,181,318
State Revenue	134,751,746	135,925,978	137,510,692	472,541	137,983,233
Federal Revenue	4,187,075	4,712,633	4,266,255	369,926	4,636,181
Transfers In & Other Financing Sources	11,389,631	11,384,236	12,108,259	1,762	12,110,021
TOTAL REVENUE & OTHER SOURCES	\$ 178,256,564	\$ 180,856,576	\$ 183,783,146	\$ 1,127,607	\$ 184,910,754
EXPENDITURES:					
INSTRUCTION:					
Basic Programs	81,398,661	82,896,300	84,710,641	(597,771)	84,112,870
Added Needs	21,198,850	21,476,627	22,220,533	758,514	22,979,047
Adult and Continuing Education	246,997	237,678	167,463	126,703	294,166
TOTAL INSTRUCTION	102,844,508	104,610,605	107,098,637	287,445	107,386,082
SUPPORT SERVICES:					
Pupil Support	15,063,963	15,105,150	15,650,641	35,619	15,686,260
Instructional Staff Support	7,860,719	8,584,737	8,223,881	227,539	8,451,420
General Administration	1,239,173	1,527,273	1,647,223	63,913	1,711,136
School Administration	8,917,363	8,857,402	8,724,259	38,578	8,762,837
Business Support	1,949,886	2,439,986	2,366,431	77,589	2,444,020
Operations, Maintenance & Security	13,980,389	14,845,143	14,845,379	254,663	15,100,042
Pupil Transportation Services	7,561,499	7,838,265	7,840,471	49,999	7,890,470
Central Support	5,834,848	6,648,554	6,686,609	(133,722)	6,552,887
Other Support	2,830,006	2,828,895	2,971,076	44,343	3,015,419
TOTAL SUPPORT SERVICES	65,237,846	68,675,405	68,955,970	658,522	69,614,492
COMMUNITY SERVICES	3,296,453	3,321,809	3,325,494	177,232	3,502,726
BUILDING IMPROVEMENT SERVICES	1,449,867	2,880,724	3,183,847	(4,007)	3,179,841
DEBT SERVICE	36,341	36,342	-	-	-
	4,782,661	6,238,875	6,509,341	173,226	6,682,567
OTHER FINANCING USES:					
Interfund Transfer	307,221	100,000	100,000	100,000	200,000
TOTAL OTHER USES	307,221	100,000	100,000	100,000	200,000
TOTAL EXPENDITURES & OTHER USES	173,172,236	179,624,885	182,663,948	1,219,193	183,883,141
EXCESS (SHORTAGE) REVENUES OVER EXPENDITURES	5,084,328	1,231,691	1,119,198	(91,586)	1,027,613
FUND BALANCE - BEGINNING OF YEAR	31,249,936	36,334,264	36,334,264		36,334,264
FUND BALANCE - END OF YEAR	\$ 36,334,264	\$ 37,565,955	\$ 37,453,462		\$ 37,361,877
FUND BALANCE AS PERCENT OF EXPENDITURES	20.98%	20.91%	20.50%		20.32%

**RESOLUTION FOR ADOPTION BY
THE BOARD OF EDUCATION
OF ROCHESTER COMMUNITY SCHOOLS**

2019-2020 BUDGET AMENDMENT

RESOLVED, that this resolution shall be the **BOOKSTORE FUND** Appropriation Act of the Rochester Community Schools for the fiscal year 2019-2020: A resolution to make appropriations; and to provide for the disposition of all income received by Rochester Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the **BOOKSTORE FUND** of Rochester Community Schools for fiscal year 2019-2020 be adopted as follows:

Revenues

Sales		\$ 105,900
		105,900
Total Revenue		105,900

Fund Balance July 1, 2019	\$	81,108
---------------------------	----	--------

Fund Balance Appropriated to Expenditures		500
		500

Projected Fund Balance June 30, 2020	\$	81,608
--------------------------------------	----	--------

Fund Balance Appropriated to Expenditures		(500)
		(500)

Total appropriated for Bookstore Fund Expenditures		\$ 105,400
		105,400

BE IT FURTHER RESOLVED, that \$105,400 in the **BOOKSTORE FUND** is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures

Support Services - Business		2,650
Support Services - Other		102,750
		102,750

Total appropriated - Bookstore Fund		\$ 105,400
		105,400

This appropriation to become effective March 9, 2020

FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

**ROCHESTER COMMUNITY SCHOOLS
BOOKSTORE FUND BUDGET PROJECTION
June 30, 2020**

	2018-19		2019-20	
	Final Actual	Original Budget	Adjustments	Proposed Budget
REVENUE:				
Local Revenue	\$ 105,208	\$ 95,186	\$ 10,714	\$ 105,900
TOTAL REVENUE & OTHER SOURCES	105,208	95,186	10,714	105,900
EXPENDITURES:				
SUPPORT SERVICES:				
Support Services-Business	1,600	1,750	900	2,650
Support Services-Other	97,629	93,222	9,528	102,750
TOTAL EXPENDITURES	99,229	94,972	10,428	105,400
OTHER FINANCING USES:				
Interfund Transfer	-	-	-	-
TOTAL OTHER USES	-	-	-	-
TOTAL EXPENDITURES & OTHER USES	99,229	94,972	10,428	105,400
EXCESS (SHORTAGE) REVENUES OVER EXPENDITURES	5,979	214		500
FUND BALANCE - BEGINNING OF YEAR	75,129	81,108		81,108
FUND BALANCE - END OF YEAR	\$ 81,108	\$ 81,322		\$ 81,608
FUND BALANCE AS PERCENT OF EXPENDITURES		85.63%		77.43%

**RESOLUTION FOR ADOPTION BY
THE BOARD OF EDUCATION
OF ROCHESTER COMMUNITY SCHOOLS
2019-2020 BUDGET AMENDMENT**

RESOLVED, that this resolution shall be the **STUDENT/SCHOOL ACTIVITY FUND** Appropriation Act of the Rochester Community Schools for the fiscal year 2019-2020: A resolution to make appropriations; and to provide for the disposition of all income received by Rochester Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the **STUDENT/SCHOOL ACTIVITY FUND** of Rochester Community Schools for fiscal year 2019-2020 Be adopted as follows:

Revenues	
Local	\$ 2,058,717
Total Revenue	2,058,717
Fund Balance July 1, 2019	\$ 1,122,211
Fund Balance Appropriated to Expenditures	<u>104,335</u>
Projected Fund Balance June 30, 2020	\$ 1,226,546
Fund Balance Appropriated to Expenditures	<u>(104,335)</u>
Total Appropriated for Student/School Activity Fund Expenditures	<u><u>\$ 1,954,382</u></u>

BE IT FURTHER RESOLVED, that \$1,954,382 in the **STUDENT/SCHOOL ACTIVITY FUND** is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Support Services-Other	\$ 1,954,382
Total appropriated for Student/School Activity Fund	<u><u>\$ 1,954,382</u></u>

This appropriation to become effective March 9, 2020

FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

**ROCHESTER COMMUNITY SCHOOLS
STUDENT/SCHOOL ACTIVITY FUND BUDGET
June 30, 2020**

	2019-20		Proposed Budget
	Original Budget	Adjustments	
REVENUE:			
Local Revenue	\$ 1,328,509	\$ 730,208	\$ 2,058,717
TOTAL REVENUE & OTHER SOURCES	<u>1,328,509</u>	<u>730,208</u>	<u>2,058,717</u>
EXPENDITURES:			
SUPPORT SERVICES:			
Support Services-Other	1,328,509	625,873	1,954,382
TOTAL EXPENDITURES	<u>1,328,509</u>	<u>625,873</u>	<u>1,954,382</u>
OTHER FINANCING USES:			
Interfund Transfer	-	-	-
TOTAL OTHER USES	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES & OTHER USES	<u>1,328,509</u>	<u>625,873</u>	<u>1,954,382</u>
EXCESS (SHORTAGE) REVENUES OVER EXPENDITURES	-		104,335
FUND BALANCE - BEGINNING OF YEAR	<u>1,122,211</u>		<u>1,122,211</u>
FUND BALANCE - END OF YEAR	<u>\$ 1,122,211</u>		<u>\$ 1,226,546</u>
FUND BALANCE AS PERCENT OF EXPENDITURES	84.47%		62.76%

**RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION
ROCHESTER COMMUNITY SCHOOLS**

2019-2020 INITIAL BUDGET ADOPTION

RESOLVED, that this resolution shall be the EARLY LEARNING CENTER FUND Appropriation Act of the Rochester Community Schools for the fiscal year 2019-2020: A resolution to make appropriations; and to provide for the disposition of all income received by Rochester Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the **EARLY LEARNING CENTER FUND** of Rochester Community Schools for fiscal year 2019-2020 be adopted as follows:

Revenues		
Local	\$	1,003,472
Transfers In & Other Financing Uses		200,000
Total Revenue		1,203,472
Estimated Fund Balance July 1, 2019	\$0	
Fund Balance Appropriated to Expenditures	<u>0</u>	
Estimated Fund Balance June 30, 2020	0	
Revenue Appropriated to Fund Balance		<u>0</u>
Total Appropriated for Early Learning Center Fund Expenditures		<u><u>\$1,203,472</u></u>

BE IT FURTHER RESOLVED, that \$1,203,472 in the **EARLY LEARNING CENTER FUND** is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures		
INSTRUCTION:		
Basic Programs	\$	276,251
SUPPORT SERVICES:		
Instructional Support		203,083
Operations & Maintenance		155,069
Central Support		10,000
COMMUNITY SERVICES		<u>559,069</u>
Total Appropriated for Early Learning Center Fund	\$	<u><u>1,203,472</u></u>

This appropriation to become effective March 9, 2020

FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

ROCHESTER COMMUNITY SCHOOLS
CARING STEPS FUND
June 30, 2020

	2018-19	2019-20		Proposed Budget
	Actuals	Original Budget	Adjustment	
REVENUE:				
Local Revenue	\$ 433,688	\$ 1,635,972	\$ (632,500)	\$ 1,003,472
Transfers In & Other Financing Sources	304,456	100,000	100,000	200,000
TOTAL REVENUE & OTHER SOURCES	738,144	1,735,972	(532,500)	1,203,472
EXPENDITURES:				
INSTRUCTION:				
Basic Programs	217,979	423,012	(146,761)	276,251
SUPPORT SERVICES:				
Instructional Staff Support	185,981	190,105	12,978	203,083
Operations, Maintenance & Security	149,585	152,219	2,850	155,069
Central Support	26,480	30,000	(20,000)	10,000
TOTAL SUPPORT SERVICES	362,046	372,324	(4,172)	368,152
COMMUNITY SERVICES	158,119	396,677	162,392	559,069
TOTAL EXPENDITURES & OTHER USES	738,144	1,192,013	11,459	1,203,472
EXCESS (SHORTAGE) REVENUES OVER EXPENDITURES	-	543,959	(543,959)	-
FUND BALANCE - BEGINNING OF YEAR				-
FUND BALANCE - END OF YEAR	\$ -			\$ -
FUND BALANCE AS PERCENT OF EXPENDITURES	0.00%	0.00%		0.00%