

Date: February 8, 2023

To: Board of Directors

From: Rosalind Medina, Chief Financial Officer *Rosalind Medina*

Subject: December 2022 Unaudited Financial Report

This report provides a brief summary of the general fund financial operations through December 31, 2022. Enrollment information also includes the official state count through the month of December 2022 and the projected annual average full-time equivalent (FTE) students for the year.

Table 1 displays a comparison of summary financial data through the period ending December 31 for fiscal years 2021-22 and 2022-23.

Table 1

General Fund Comparison for the fiscal period ended	December 31, 2021	December 31, 2022	Variance Higher/(lower)
Beginning Fund Balance	\$ 56,066,371	\$ 44,334,490	\$ (11,731,881)
Revenue	149,929,125	167,956,654	18,027,529
Other Financing Sources	30,820	47,818	16,998
Total Resources Available	206,026,317	212,338,962	6,312,645
Expenditures	161,433,324	186,948,377	25,515,053
Other Financing Uses	-	-	-
Total Use of Resources	161,433,324	186,948,377	25,515,053
Ending Fund Balance	\$ 44,592,992	\$ 25,390,584	\$ (19,202,409)

REVENUES

- General fund revenues and other financing sources as of December 31, 2022 were \$168,004,472. This was \$18,044,527 (+12.0%) more than this time last year.

Highlights:

- **Local tax** revenues consist of tax receipts from the educational programs and operations levies. In February 2022, Tacoma voters approved a levy that would allow the district to collect \$77,500,000 in the 2022-23 school year. Local tax revenues increased \$945,040 (+3.0%) compared to this time last year. The variance reflects an increase in the levy base used to calculate the 2022 levy versus the 2021 levy; thereby, increasing the actual revenue from year to year.
- **State general purpose** revenue comes from apportionment and is the revenue received through a state funding formula that is based on the average number of students enrolled which drives the number of staff allocated to the district. The funding formula is designed to ensure that each school district receives a minimum amount of funding per student, known as the basic education allocation. This allocation is set by the state legislature and is adjusted annually to account for changes in enrollment and inflation. Starting in the 2018-19 school year, the formula also includes a supplemental regionalization factor which is based on local housing cost factors.

Revenue in this category increased \$3,517,385 (+4.3%) compared to this time last year. This variance was the result of the following:

- Total apportionment revenue increased \$3,517,385 from last year at this time due to a projected increase of 414 Basic Ed (K-12) FTE from last year
- **State special purpose** revenue consists of funding for the following programs: Special Education, Learning Assistance Program (LAP), Remann Hall, Transitional Bilingual, Child Nutrition Services, Student Transportation, Special & Pilot Programs, as well as various other small instructional programs.

Revenue in this category increased \$1,745,783 (+7.2%) compared to this time last year. This variance was the result of the following:

- \$940,865 increase in Nutrition Services revenue
- \$358,243 increase in Learning Assistance funding
- \$255,679 increase in support for the Special Education program
- \$204,755 increase in funding for special & pilot programs
- The remaining difference is due to smaller variances in several other programs

- **Federal special purpose** revenue consists of funding for the following programs: Special Education Federal Flow Through, Perkins Vocational Education, Title 1 – Disadvantaged, School Improvement, Head Start, Limited English Proficiency, Indian Education, federal reimbursement for student meals, as well as several other instructional programs. Revenues in this category are on a reimbursement basis. Therefore, the fluctuation in this category is often due to the timing of reporting expenditures and the processing of reimbursements by the funding agency. Program managers are given expenditure authority only for the approved amount of the grant awards; so variances should not have a negative impact on the district’s basic education budget.

Revenue in this category increased \$9,666,477 (+98.7%) compared to this time last year. This variance was the result of the following:

- \$12,119,089 increase in support through Elementary and Secondary School Relief (ESSER)
 - \$2,579,882 decrease in Title I revenues due to a timing difference in when resources were received last year vs this year
 - \$740,938 increase in funding for the Head Start program
 - \$452,331 decrease in revenue for school improvement support through Title IV and Title II
 - The remaining variance is due to smaller variances in several other programs
- **Revenue – Other Districts** are reimbursements for services rendered to students from other school districts. Revenues in this category increased \$2,241,727 (+31,093.4%) compared to this time last year. This variance is due to a timing difference in the claiming process of when funds were received this year vs last year.

Revenue from various sources and the increases or decreases from this time last year are shown in **Table 2**.

Table 2

<u>Revenue and Other Financing Sources Comparison by Year</u>					
<u>Revenue Source</u>	<u>Through December 2021</u>	<u>Percent of Total</u>	<u>Through December 2022</u>	<u>Percent of Total</u>	<u>Variance higher/(lower)</u>
Local Taxes	\$ 31,938,285	21.30%	\$ 32,883,325	19.57%	\$ 945,040
Local Non-Tax	1,474,688	0.98%	1,433,855	0.85%	(40,833)
State, General Purpose	82,347,663	54.91%	85,865,048	51.11%	3,517,385
State, Special Purpose	24,105,551	16.07%	25,851,334	15.39%	1,745,783
Federal, General Purpose	79,041	0.05%	54,003	0.03%	(25,038)
Federal, Special Purpose	9,792,743	6.53%	19,459,220	11.58%	9,666,477
Revenue - Other Districts	7,210	0.00%	2,248,937	1.34%	2,241,727
Revenue - Other Agencies	183,945	0.12%	160,931	0.10%	(23,014)
Revenue - Other Financing	30,820	0.02%	47,818	0.03%	16,998
Total Revenue	\$ 149,959,945	100.00%	\$ 168,004,472	100.00%	\$ 18,044,527

EXPENDITURES

- General fund expenditures through December 31, 2022 were \$186,948,377; this was \$25,515,053 (+15.8%) more than this time last year.

Highlights:

- **Certificated salaries** consist of compensation including, but not limited to, regular salaries, substitutes, extended contracts, extra work for extra pay and training for employees holding an educational certificate, (e.g., teachers, principals, librarians, etc.).

Expenditures in this category increased \$6,756,901 (+8.7%) from this time last year. This variance was the result of the following:

- \$5,846,580 increase in regular salaries due to negotiated salary increases, including +7.5% increase for teachers
- \$1,139,341 increase in substitutes salaries
- The remaining difference is due to smaller variances in several other programs

- **Classified salaries** consist of compensation costs for employees who do not hold an educational certificate (e.g., secretarial, technical, custodial, etc.) including but not limited to regular salaries, staff development, training and extra work for extra pay.

Expenditures in this category increased \$3,839,480 (+14.7%) from this time last year. This variance was the result of the following:

- \$3,226,890 increase in in regular salaries due to negotiated salary increases, including +8.5% for Education Support Professionals and Office Professionals and +7.5% increase for Professional Technicals and Bus Drivers
 - The remaining difference is due to smaller variances in several other programs
- **Employee Benefits** consist of expenditures for the district's portion of employee benefits (e.g., retirement, social security, health insurance, etc.). This category increases or decreases in proportion to the number of staff, salaries and changes in benefit rates. Expenditures in this category increased \$3,825,483 (+10.3%) compared to this time last year.
 - **Supplies and materials** consist of expenditures for supplies, instructional materials, and equipment costing less than \$5,000.

Expenditures in this category increased \$7,639,464 (+115.4%) compared to this time last year. This variance was the result of the following:

- \$7,412,363 increase in technology related supplies, including the purchase of new student laptops
- \$564,008 decrease in general district-wide supplies
- \$478,898 increase in books & periodicals, including the purchase of iReady math curriculum
- \$188,686 increase in food related costs
- \$125,363 increase in fuel charges

- **Contractual services** consist of expenditures for services rendered to the district under expressed or implied contracts, with the exception of travel.

Expenditures in this category increased \$2,071,149 (+15.1%) compared to this time last year. This variance was the result of the following:

- \$1,451,221 increase in communication services, including online subscription curriculum for math, social studies and literacy
- \$941,418 increase in various district-wide contracted services
- \$553,676 decrease in in contracted student transportation services including payments made to First Student due to a timing difference of when payments were made this year vs last year
- \$374,203 increase in the district’s general liability insurance
- The remaining variance is due to smaller variances in several other programs

- **Capital Outlay** expenditures consist of payments for items costing more than \$5,000 each and are not consumable by nature.

Expenditures in this category increased \$1,310,941 (+437.6%) compared to this time last year. This variance was the result of the following:

- \$1,201,008 increase in building construction expenses
- The remaining variance is due to smaller variances in several other programs

The levels of expenditures within various object categories and the increases or decreases from this time last year are shown in **Table 3**.

Table 3

Expenditure and Other Financing Uses Comparison by Year					
Expenditure Objects	Through December 2021	Percent of Total	Through December 2022	Percent of Total	Variance higher/(lower)
Certificated Salaries	\$ 77,604,620	48.07%	\$ 84,361,521	45.13%	\$ 6,756,901
Classified Salaries	26,139,348	16.19%	29,978,828	16.04%	3,839,480
Employee Benefits	37,012,954	22.93%	40,838,437	21.84%	3,825,483
Supplies and Materials	6,621,891	4.10%	14,261,355	7.63%	7,639,464
Contractual Services	13,711,693	8.49%	15,782,842	8.44%	2,071,149
Local Mileage & Travel	43,253	0.03%	114,888	0.06%	71,635
Capital Outlay	299,564	0.19%	1,610,505	0.86%	1,310,941
Total Expenditures	\$ 161,433,324	100.00%	\$ 186,948,377	100.00%	\$ 25,515,053

FUND BALANCE

Fund balance is the excess of assets of a governmental unit over its liabilities (i.e., beginning fund balance plus revenues, less expenditures and transfers, equals ending fund balance). In accordance with Government Accounting Standards Board (GASB) Statement 54, *Fund Balance Reporting and Governmental Fund Type Definition* are as follows: Nonspendable, Restricted, Committed, Assigned or Unassigned. Funds that are designated for a specific purpose are placed in fund balance accounts per the Board's Debt and Fiscal Management Policy 6015 and generally accepted accounting principles (GAAP). The Debt and Fiscal Management Regulation targets the fund balance to be 5% of budgeted general fund revenues less other financing sources, and for the month of December the district is at 4.47%. These fund balance accounts are structured to facilitate the prudent fiscal operation of the district. These accounts should remain at the designated levels unless there is substantial change in the district's operational requirements. The accounts are frequently reviewed in relation to board policies and GAAP requirements.

Table 4 shows a comparison of fund balance as of December 31, 2021 and December 31, 2022. The fund balance fluctuates with both the receipt of revenues and the flow of expenditures. This yearly cycle of revenues and expenditures is considered when developing both projections for the current year and the budget for the upcoming year. The district has earmarked all available funds, not otherwise restricted, committed or assigned to be placed in the assigned to future operations category as a onetime source to help balance future operating budgets.

Table 4

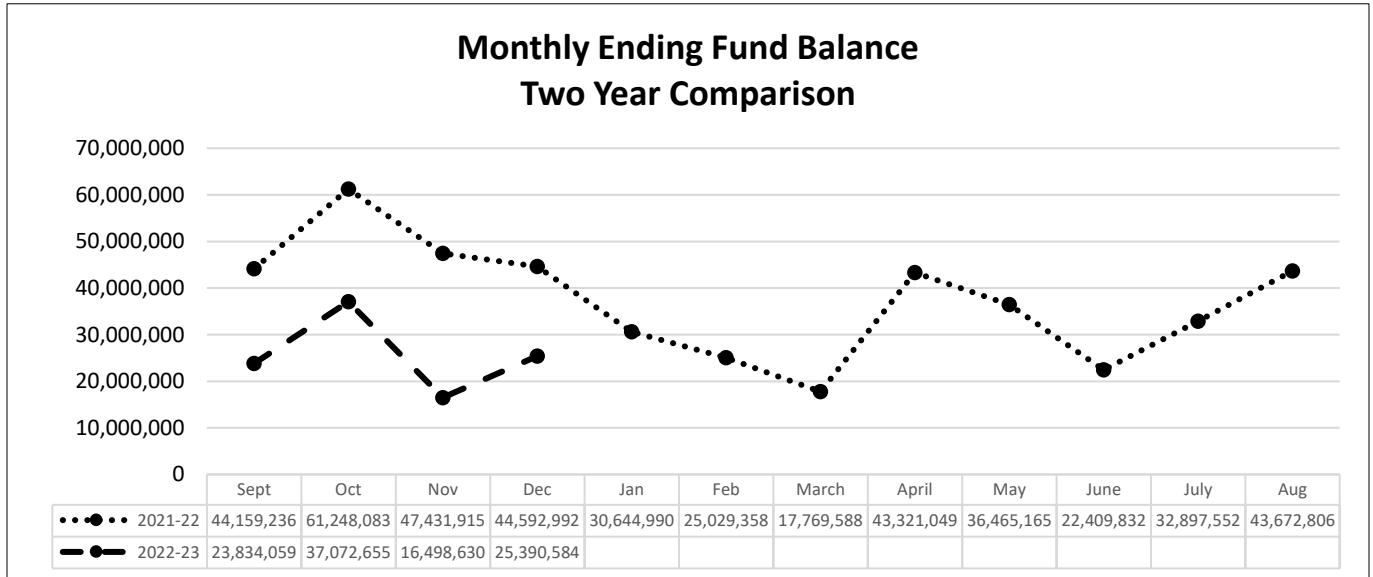
Fund Balance Comparison by Year					
Fund Balance Descriptions for the fiscal period ended	December 2021	Percent of Revenue	December 2022	Percent of Revenue	Variance higher/(lower)
Nonspendable - Inventory & Prepaid Items	\$ 5,058,037	1.01%	\$ 5,861,370	1.03%	\$ 803,333
Committed to Debt and Fiscal Management	-	0.00%	-	0.00%	-
Committed to Encumbrances	310,128	0.06%	3,769,770	0.66%	3,459,643
Committed to Contingencies	1,000,000	0.20%	1,000,000	0.18%	-
Total Debt & Fiscal Management Fund Balance	\$ 6,368,165	1.27%	\$ 10,631,140	1.87%	\$ 4,262,975
Restricted for Carryover	\$ 1,896,105	0.38%	\$ 1,328,374	0.23%	\$ (567,732)
Restricted for Debt Service	110,927	0.02%	439,803	0.08%	328,877
Assigned to Carryover	2,704,343	0.54%	2,543,975	0.45%	(160,368)
Assigned to Curriculum & Instruction	3,800,000	0.76%	-	0.00%	(3,800,000)
Assigned to Future Operations	3,265,369	0.65%	7,225,737	1.27%	3,960,368
Restricted or Assigned Fund Balance	\$ 11,776,744	2.35%	\$ 11,537,889	2.03%	\$ (238,856)
Total Nonspendable, Restricted, Committed and Assigned Fund Balance	\$ 18,144,908	3.62%	\$ 22,169,029	3.90%	\$ 4,024,120
Unassigned Fund Balance	\$ 5,270,758	1.05%	\$ (14,569,943)	-2.56%	(19,840,701)
Unassigned for Minimum FB Policy	\$ 21,177,326	4.22%	\$ 17,791,499	3.13%	(3,385,827)
Total Unassigned Fund Balance	\$ 26,448,084	5.27%	\$ 3,221,555	0.57%	\$ (23,226,528)
Total Fund Balance	\$ 44,592,992	8.89%	\$ 25,390,584	4.47%	\$ (19,202,408)
Revenue less other financing	\$ 501,600,429	*	\$ 568,452,772	**	

*2021-22 total actual revenue less other financing sources as of August 31, 2022

**2022-23 budgeted revenue less other financing sources

Table 5 shows a two-year history of the monthly ending fund balance. The ending fund balance will appropriately fluctuate based upon when certain revenues are received and expenses accrued. The fund balance typically increases in October and April when the district receives property tax revenue.

Table 5



Cash Management

In addition to the fund balance, another key performance indicator used to monitor the financial health of the district is cash on hand. The district uses cash to meet payroll and pay bills as they arise. Because revenue is not received on a regular schedule over the course of the year, the cash on hand balance will fluctuate as those expenditures occur. For the month of December, total cash on hand was \$52,573,658 and daily expenditures amounted to \$1,412,424 per day which when used in the formula [cash on hand / daily expenditures] equates to 37.22 days of cash on hand.

Table 6 displays a comparison of cash on hand records through the period ending December 31 for fiscal years 2021-22 and 2022-23.

Table 6

Cash Balance Comparison by Year				
	December		Variance	
	2021	2022	higher/(lower)	
230 - Cash with Key Bank	\$ 637,823	\$ 585,209	\$ (52,614)	
240 - Cash with Treasurer	704,639	1,142,599	437,960	
241 - Warrants Outstanding	(273,742)	(714,596)	(440,854)	
45x - Investments	68,074,636	51,560,445	(16,514,191)	
Total Cash on Hand	\$ 69,143,356	\$ 52,573,658	\$ (16,569,699)	
Avg Daily Balance	\$ 2,230,431	\$ 1,695,924	\$ (534,506)	
Days Cash on Hand	55.61	37.22	(18.39)	

ENROLLMENT

State funding for school districts is based on the annual average full-time equivalent (FTE) students enrolled in the district. FTE is calculated based on the number of classroom hours of instruction received.

The budgeted annual average FTE enrollment of 27,170 is based on the demographer's October projection including a 0.5% discount and a 3 year weighted average of October to year-end enrollment. Monthly budgeted enrollment is also based on a three year weighted average.

Table 7 shows monthly budgeted, projected enrollment counts and actual counts through December 2022. The projected annual adjusted average is currently 357 FTE less than the budgeted average.

Table 7

Budget vs. Projected Enrollment K-12 Full Time Equivalent (FTE) Enrollment				
	Month	Monthly Budget	Monthly Projected	Variance
	* Sep - 22	24,775	24,981	206
	* Oct - 22	25,212	25,468	256
	* Nov - 22	25,248	25,539	291
	* Dec - 22	25,229	25,520	291
	Jan - 23	25,181	25,472	291
	Feb - 23	25,048	25,337	289
	Mar - 23	24,965	25,254	289
	Apr - 23	24,866	25,154	288
	May - 23	24,835	25,122	287
	Jun - 23	24,746	25,033	287
	Average	25,011	25,288	278
	Running Start	442	355	(88)
	TCC Fresh Start	114	83	(30)
	Reengagement	147	148	1
	Goodwill	11	14	3
	Alternative Learning Experience	1,446	926	(520)
	Adjusted Average	27,170	26,814	(357)
Actual data through December 2022				

Every student enrolled is converted to a full-time equivalent (FTE) based on the number of instructional hours. A full-time equivalent student for grades 4-12 is 900 hours (i.e., 5 hours per day x 180 days) and grades 1-3 is 720 hours (i.e., 4 hours per day x 180 days), for .5 FTE (half day) kindergarten student is 360 hours (i.e., 2 hours per day x 180 days).

Students who participate for only part of the year or part of each day are calculated as a portion of an FTE. Any district may choose to serve students more hours per day or per year than the state definition of full-time equivalent. However, those students who attend classes more hours per day will not generate more than one FTE for funding purposes.

Student enrollment is typically highest in October, but for funding purposes, monthly enrollment is averaged for the year. The graph in **Table 8** shows the budget and actual monthly enrollment through June and the budgeted and projected average enrollment for the year. Although this graph only lists September through June, the figures include projected annual average counts through August 2023. This is done to include corrections to prior monthly reports and enrollment that falls outside of the traditional school year (e.g., Running Start, Summer School, etc.) in the annual average.

Table 8

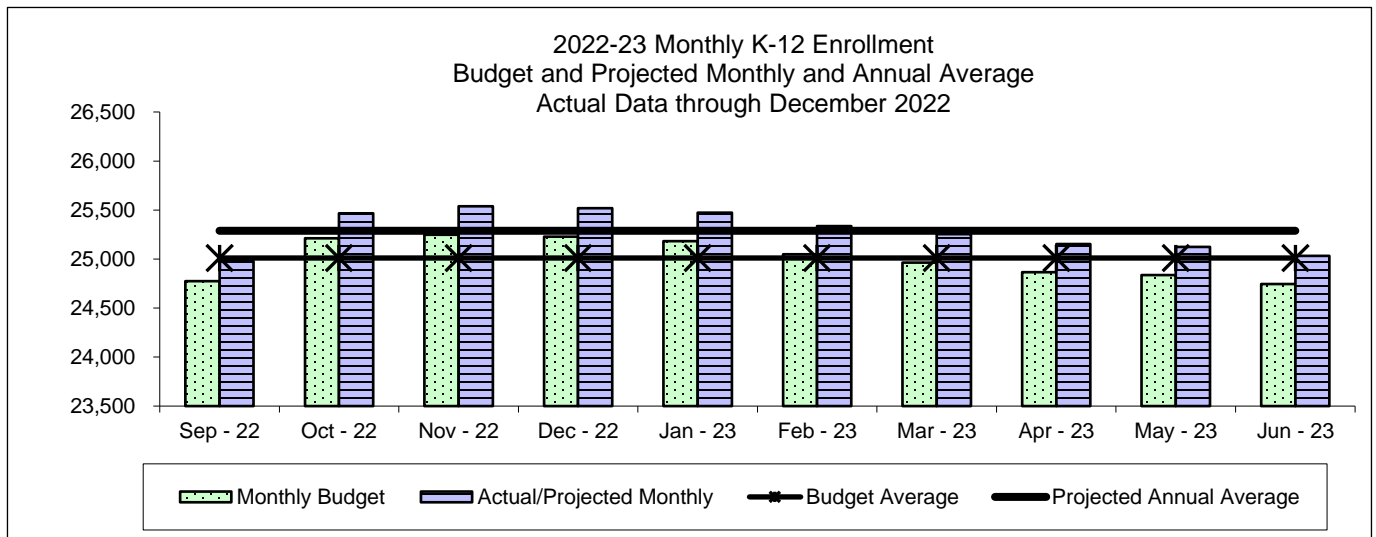


Table 9 displays the variances between actual and projected annual average FTE by individual grade level for 2021-22 and 2022-23, and the variance between projected and budgeted average FTE for 2022-23.

The projected average for 2022-23 enrollment varies from 2021-22 actual enrollment as follows (**Table 9, Column (D)**):

- Elementary schools (grades K-5) increased by 411 FTE;
- Middle schools (grades 6-8) decreased by 149 FTE;
- High schools (grades 9-12) increased by 152 FTE;
- Running Start (college level courses) decreased by 47 FTE;
- TCC Fresh Start decreased by 18 FTE;
- Reengagement Center decreased by 2 FTE;
- Goodwill increased by 5 FTE;
- ALE (Alternative Learning Experience) decreased by 641 FTE

The combined variances result in an average decrease of 289 student FTE from the previous year.

Table 9

K-12 Annual Average FTE Enrollment Two Year Comparison					
	(A) 2021-22 Actual	(B) 2022-23 Budget	(C) 2022-23 Projected	(D) Variance (C)-(A)	(E) Variance (C)-(B)
Kindergarten	1,996	2,017	2,093	98	77
Grade 1	1,914	1,987	2,074	161	88
Grade 2	1,947	1,905	1,946	(0)	41
Grade 3	1,992	1,890	1,993	0	103
Grade 4	1,893	1,963	2,039	146	75
Grade 5	1,912	1,879	1,918	6	38
Elementary	11,653	11,641	12,063	411	422
Grade 6	1,931	1,856	1,862	(70)	6
Grade 7	1,925	1,917	1,949	24	32
Grade 8	2,047	1,939	1,943	(104)	4
Middle School	5,903	5,712	5,754	(149)	42
Grade 9	2,158	2,155	2,191	33	35
Grade 10	1,977	2,166	2,109	131	(58)
Grade 11	1,652	1,786	1,696	44	(90)
Grade 12	1,531	1,550	1,476	(55)	(74)
High School	7,319	7,658	7,471	152	(187)
Running Start	402	442	355	(47)	(88)
TCC Fresh Start **	101	114	83	(18)	(30)
Reengagement Center **	150	147	148	(2)	1
Goodwill **	8	11	14	5	3
Alternative Learning Experience	1,567	1,446	926	(641)	(520)
Grand Total *	27,103	27,170	26,814	(289)	(357)
Actual data through December 2022					

** Open Doors - 1418 Programs

COVID-19

Washington State's Elementary and Secondary School Emergency Relief (ESSER) Fund is a federal program that provides funding to support K-12 education in response to the COVID-19 pandemic. The funding comes from the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA), and the American Rescue Plan Act (ARPA). The district is closely monitoring the financial impacts that the COVID-19 pandemic continues to have on revenues and expenditures. Washington State's ESSER funding is allocated to school districts based on a formula that takes into account the number of low-income students, English language learners, and students with disabilities in each district. The funds must be used in accordance with federal guidelines and must be used to address the impacts of the COVID-19 pandemic on K-12 education. The district is currently in the third phase of ESSER funding (ESSER III) which was authorized under the ARPA, and provides an additional \$2.6 billion to Washington State's K-12 schools. The funds are being used to support schools in their efforts to safely reopen for in-person learning, address learning loss, provide additional academic and social-emotional support for students, and invest in school infrastructure to support improved learning environments.

Table 10 shows the district's current expenses under the budget responsibility codes (BRCs) used to track COVID-19 related expenditures

Table 10

Expenditures by Object	Amount of Expenditures
Debit/Credit - 0XXX/1XXX	402
Salaries - Certificated Employees - 2XXX	1,671,259
Salaries - Classified Employees - 3XXX	1,096,018
Benefits and Payroll Taxes - 4XXX	948,369
Supplies, Instructional Resources - 5XXX	7,990,158
Purchased Services - 7XXX	1,766,951
Travel - 8XXX	287
Capital Outlay - 9XXX	1,240,878
Totals by Object	\$14,714,322

Expenditures are from September 1 - December 31

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CONCLUSION

Fiscal operations and performance to budget are being closely monitored. The district administration continually reviews legislation and operations to make improvements for the benefit of the students, employees, and in stewardship of district assets.