June 15, 2026

To: MERSD School Committee

From: Michelle Cresta, Director of Finance & Operations

Copy: Pam Beaudoin, Superintendent of Schools

Re: FY26 Budget to Actual Report as of 5/31/2026

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Budget-to-Actual Expenditure Report:

Attached please find a Budget-to-Actual Expenditure Report for the period ending May 31, 2026. As of the end of May, we spent $25,531,056 or 78.3% of our operating budget. In comparison, last year during same period, we spent 87.4% of the operating budget. Much of the difference in the percentage spent is due to the timing on the payment of invoices. One example of this in FY25 is that the June 2025 health insurance invoices were processed in May 2025, but this year the June 2026 invoices were processed in June 2026. These dates can vary due to the voucher approval schedule, which remains consistent with the School Committee meeting dates when possible.

While we are approaching the end of our fiscal year, I just want to remind you that some of our costs are paid on differing cycles. At the end of May all non-teaching staff had two payrolls remaining while teachers had six payrolls remaining. The teachers' payrolls run through June with their last payroll being equivalent to five pays that they earned all through-out the school year.

I have noted the encumbered payroll or personnel costs of $4,023,157 which is the estimated remaining payrolls to be charged against the operating budget. With our current general ledger system being separate from our payroll system, we cannot effectively project payroll costs by line-item category. This is the reason for the single line encumbrance for the personnel side of the budget. Our current encumbered expense figure is $2,535,985 which is broken down by line-item category.

We have some categories which we are anticipating ending the fiscal year in deficit. These are in the following line items:

- Substitute Teachers $11,926
- Special Education Contracted Services $60,234
- Security $4,545
- Buildings, Ground Maintenance, & Custodial $78,489
- Special Education Out of District $142,965

The projected shortfalls will be able to be covered with funds from other line-item categories.

At the current time I am projecting that we will end the fiscal year with approximately $500,000 in unspent budgeted funds. These funds will be closed out at the end of the year and will become part of the Excess and Deficiency figure. As a reminder we used $600,000 in Excess & Deficiency funds for the FY27 Operating Budget.

Revolving & Other Funds Report:

Also included is a report on Revolving and Other Special Funds. This report reflects the beginning of the year fund balance along with the activity through the end of May 2026.

The next and final report for fiscal year 2026 will include a report on our grants as well.

If you should have any questions, please feel free to reach out anytime.

**Manchester Essex Regional Schol District**
**Fiscal Year 2026**
**Budget to Actual Report**
**Month Ending 5/31/2026**

| Code | Category | 2026-2026 Budget | Budget Transfers | Adjusted Budget | Actual Expenditures 5/31/2026 | Budget Balance | % Expended | Encumbered | Ending Balance | Comments |
|---|---|---|---|---|---|---|---|---|---|---|
| | PERSONNEL | | | | | | | | | |
| 1210 | Superintendent's Office | 312,743 | | 312,743 | 283,280 | 29,463 | 90.6% | 0 | 29,463 | |
| 1410 | Business Office | 541,322 | | 541,322 | 453,830 | 87,492 | 83.8% | 0 | 87,492 | |
| 1450 | District Technology | 289,102 | | 289,102 | 266,018 | 23,084 | 92.0% | 0 | 23,084 | |
| 2110 | Student Services Office/Curriculum Dir. | 387,574 | | 387,574 | 357,760 | 29,814 | 92.3% | 0 | 29,814 | |
| 2210 | Principals/Deans/Admin Asst | 1,107,348 | | 1,107,348 | 975,058 | 132,290 | 88.1% | 0 | 132,290 | |
| 2300 | Dept Heads/Team /Curr Leaders/PDC | 139,910 | | 139,910 | 130,312 | 9,598 | 93.1% | 0 | 9,598 | |
| 2305 | Teachers | 10,169,441 | | 10,169,441 | 7,630,324 | 2,539,117 | 75.0% | 0 | 2,539,117 | |
| 2310 | Special Ed Teachers | 3,021,928 | | 3,021,928 | 2,281,092 | 740,836 | 75.5% | 0 | 740,836 | |
| 2315 | Special Ed Team Chairs | 219,299 | | 219,299 | 183,756 | 35,543 | 83.8% | 0 | 35,543 | |
| 2325 | Substitute Teachers | 191,400 | | 191,400 | 203,326 | (11,926) | 106.2% | 0 | (11,926) | Includes long-term substitute costs |
| 2330 | Teaching Assistants | 1,153,266 | | 1,153,266 | 897,120 | 256,146 | 77.8% | 0 | 256,146 | |
| 2331 | Cafeteria / Recess Aides | 60,000 | | 60,000 | 51,298 | 8,702 | 85.5% | 0 | 8,702 | |
| 2340 | Library Media Teachers | 117,207 | | 117,207 | 90,159 | 27,048 | 76.9% | 0 | 27,048 | |
| 2440 | Home & Hospital Tutoring | 25,094 | | 25,094 | - | 25,094 | 0.0% | 0 | 25,094 | Using contracted services to cover costs |
| 2710 | Guidance & Adj Counselors | 788,966 | | 788,966 | 624,926 | 164,040 | 79.2% | 0 | 164,040 | |
| 2800 | Psychologists | 195,712 | | 195,712 | 150,548 | 45,164 | 76.9% | 0 | 45,164 | |
| 3200 | Nurses | 246,811 | | 246,811 | 195,888 | 50,923 | 79.4% | 0 | 50,923 | |
| 3300 | Transportation/Traffic/Emergency | 20,356 | | 20,356 | 17,676 | 2,680 | 86.8% | 0 | 2,680 | |
| 3510 | Athletics / Student Activities | 522,932 | | 522,932 | 480,543 | 42,389 | 91.9% | 0 | 42,389 | |
| 4220 | Facilities / Custodians | 193,269 | | 193,269 | 163,347 | 29,922 | 84.5% | 0 | 29,922 | |
| | Longevity, Ed Advancement, Sick Buyback | 197,250 | | 197,250 | 175,808 | 21,442 | 89.1% | 0 | 21,442 | |
| | Payroll planned expenditures | | | | | | | 4,023,157 | (4,023,157) | Projected expenditures for payroll |
| | Total Personnel | $ 19,900,930 | $ - | $ 19,900,930 | $ 15,612,069 | $ 4,288,861 | 78.4% | $ 4,023,157 | $ 265,704 | |

| Code | Category | 2026-2026 Budget | Budget Transfers | Adjusted Budget | Actual Expenditures 5/31/2026 | Budget Balance | % Expended | Encumbered | Ending Balance | Comments |
|---|---|---|---|---|---|---|---|---|---|---|
| | OPERATING EXPENSES | | | | | | | | | |
| 1000 | District Admin. Expense | 358,640 | | 358,640 | 271,656 | 86,984 | 75.7% | 61,629 | 25,355 | |
| 2200 | Instructional Admin Expenses | 91,055 | | 91,055 | 31,751 | 59,304 | 34.9% | 12,674 | 46,630 | |
| 2300 | Sped Contracted Services | 313,500 | | 313,500 | 233,248 | 80,252 | 74.4% | 140,486 | (60,234) | Projected to be in deficit |
| 2350 | Professional Development | 87,575 | (600) | 86,975 | 26,714 | 60,261 | 30.7% | 3,975 | 56,286 | |
| 2400 | Instructional Supplies & Materials | 275,095 | 3,300 | 278,395 | 204,754 | 73,641 | 73.5% | 32,009 | 41,632 | |
| 2451 | Instructional Technology | 565,096 | (2,700) | 562,396 | 339,838 | 222,558 | 60.4% | 157,255 | 65,303 | |
| 3200 | Health Expenses | 8,700 | | 8,700 | 3,964 | 4,736 | 45.6% | 3,516 | 1,220 | |
| 3300 | Transportation | 986,130 | | 986,130 | 714,313 | 271,817 | 72.4% | 229,453 | 42,364 | |
| 3500 | Athletics / Student Activities | 119,000 | | 119,000 | 84,848 | 34,152 | 71.3% | 1,149 | 33,003 | |
| 3600 | Security | 84,000 | | 84,000 | 18,545 | 65,455 | 22.1% | 70,000 | (4,545) | Projected to be in deficit |
| 4100 | Utilities | 790,800 | | 790,800 | 630,822 | 159,978 | 79.8% | 104,570 | 55,408 | |
| 4200 | Bldgs, Grounds Maint. & Custodial | 1,062,836 | | 1,062,836 | 978,756 | 84,080 | 92.1% | 162,569 | (78,489) | Projected to be in deficit |
| 5000 | Insurance / OPEB / Other Benefits (net) | 6,709,305 | | 6,709,305 | 5,153,613 | 1,555,692 | 76.8% | 1,410,354 | 145,338 | |
| 9000 | School Choice Sending Assessment | 100,000 | | 100,000 | 82,567 | 17,433 | 82.6% | 2,500 | 14,933 | |
| 9100 | Special Ed Tuition Out of District | 1,144,479 | | 1,144,479 | 1,143,598 | 881 | 99.9% | 143,846 | (142,965) | Projected to be in deficit |
| | Total Operating Expenses | 12,696,211 | - | 12,696,211 | 9,918,987 | 2,777,224 | 78.1% | 2,535,985 | 241,239 | |
| | Total Personnel & Operating Expenses | 32,597,141 | - | 32,597,141 | 25,531,056 | 7,066,085 | 78.3% | $ 6,559,142 | $ 506,943 | |

**Manchester Essex Regional Schol District**
**Fiscal Year 2026**
**Revolving & Other Special Funds**
**Month Ending 5/31/2026**

| Description | Fund Balance 7/1/2025 | Revenue | Expenditures | Fund Balance 5/31/2026 | Comments |
|---|---|---|---|---|---|
| Revolving Funds: | | | | | |
| School Choice Fund (120) | 276,919.52 | 942,833.00 | 1,163,101.24 | 56,651.28 | |
| Special Ed Circuit Breaker Grant (125) | 1,236,686.06 | 1,142,363.00 | 1,188,532.20 | 1,190,516.86 | |
| Nonresident Tuition (130) | 264,575.13 | 240,878.21 | 209,272.67 | 296,180.67 | |
| Athletics (410) | 11,887.88 | 259,314.46 | 243,797.76 | 27,404.58 | |
| Student Activities (430) | 173,082.40 | 196,967.58 | 173,785.91 | 196,264.07 | |
| Building Use (465) | 304,154.69 | 49,090.72 | 100,409.42 | 252,835.99 | |
| Preschool Program (480) | - | 333,470.75 | 298,978.94 | 34,491.81 | |
| Advanced Placement (485) | 21,490.39 | 33,614.00 | 6,995.45 | 48,108.94 | |
| School Lunch Revolving (700) | 48,785.50 | 474,004.67 | 461,956.82 | 60,833.35 | |
| | | | | - | |
| Other Special Funds: | | | | - | |
| OPEB Trust Fund (850) | 7,091,590.47 | 150,000.00 | - | 7,241,590.47 | Earnings & Investment fees posted at end of fiscal year |
| Stabilization Fund (852) | 1,073,076.47 | 41,068.22 | 168,483.40 | 945,661.29 | |
| | | | | | |
| Total | 10,502,248.51 | 3,863,604.61 | 4,015,313.81 | 10,350,539.31 | |

* The next Budget to Actual Report for Year-end Close FY26 will also include reporting of grant funds