It is the mission of the Mansfield Public Schools, in partnership with the Mansfield community, to ensure that each and every child develops the knowledge, skills, and dispositions essential for civic engagement and personal excellence in learning, life, and work within our local and global community.

Mansfield Board of Education
Finance Committee
June 16, 2022
Conference Room B
4:30pm

Board Members: Kathy Ward, Chair, Susannah Everett, Martha Kelly

Agenda

Call to Order

Approval of Minutes:
May 19, 2022 (M)

Hearing for Visitors

Review of Yearend Expenditures

Adjournment
The meeting was called to order at 6:19pm by Ms. Ward.

APPROVAL OF MINUTES: Motion by Ms. Ward, seconded by Ms. Everett to approve the minutes of the March 10, 2022, meeting. Vote: Unanimous in favor.

INFORMATION, PRESENTATIONS, AND ACTIONS:

Finance Director reviewed the 2022 Quarterly Financials dated March 31, 2022

Motion to adjourn by Ms. Everett, seconded by Ms. Ward.

ADJOURNMENT: Meeting adjourned at 6:50pm.

Respectfully submitted,
Kathy Ward, Chair
MEMO

To: Mansfield Board of Education Finance Committee
CC: Kelly Lyman, Superintendent
From: Charmaine Bradshaw-Hill, Director of Finance
Date: June 16, 2022
Subject: Yearend Expenditures 2021/22

The preliminary review of the year end balances provides an opportunity for the district to use year end funds to address unbudgeted needs prior to the close of the fiscal year. As of June 10, 2022 there is approximately $179,000 that will remain at the end of the fiscal year baring any unexpected increases in substitute salaries and/or shortfalls in the Café fund. There are specific needs across the Middle School and Central Office that can be met prior to June 30, 2022. The Middle School needs additional musical instruments and music racks for the Music Department and student centered furniture throughout the building. The current furniture in the Central Office suite is very outdated and needs to be replaced. Additionally, the conference room will be converted to office space for the new Director of Teaching and Learning and needs to be furnished.

Instead of waiting until the close of the year to request a transfer of these funds to support current needs, staff recommend the use of these funds now to cover the following unbudgeted items:

- Central Office Furnishings $68,500
- MMS Furniture $15,000
- MMS Instruments $10,000
- MMS Music Racks $3,000

Although, the District’s General Fund has available balances the above noted items will be charged to accounts with limited or no available balances. The following accounts will be overspent in the current fiscal year to achieve the recommended unbudgeted purchases:

- The District Management Non-Cap Furniture/Furnishings account will be overspent by $67,500 for all Central Office furniture.
- The Middle School Non-Cap Furniture/Furnishings account will be overspent by $15,727 to cover their furniture purchases.
- The Middle School Music Department Instructional Supplies account will be overspent by $11,547 to cover instruments and racks.

The full accounting of any available funds at the close of the fiscal year will be presented with the fourth quarter financial statements.