

MEMO

To: Mansfield Board of Education Finance Committee
CC: Kelly Lyman, Superintendent
From: Charmaine Bradshaw-Hill, Director of Finance
Date: September 10, 2020
Subject: **Yearend Budget Transfers 2019/20**

The attached schedule details the requested transfers for fiscal year 2019/20. Following the proposed transfers, the District will finish the fiscal year \$2,105 under budget. Numerous departments achieved operational savings because of COVID 19 closures, allowing for transfers to multiple capital projects, debt service, enrichment programs and food service.

A transfer of \$438,000 to two Capital Project funds, to Debt Service and to Enrichment and Food Service Programs to support future needs are recommended. A brief description of the significant transfers is as follows:

Additional Appropriations:

General Instruction: \$11,842 – This increase is primarily due to the costs associated with classroom instruction and substitute nurses.

Mathematics: \$16,767 – This increase is primarily due to the unbudgeted expenditures in the textbooks account line. This cost was not fully offset by the savings resulting from the closure.

Central Services: \$4,116 – This increase is due to the increased costs associated with equipment and COVID 19 related expenditures.

Superintendent's Office: \$24,915 – The increases in consultant and system support fees are the primary drivers of these account overages.

Special Education Admin: \$6,023 – This increase is primarily due to the cost associated with the program supplies expenditures.

Principals' Office Services: \$41,518 – This increase is primarily due to unexpected purchases in furnishings account.

Plant Operations: \$45,718 – This increase is due to the increased workload of maintenance staff and maintenance services to address the cleaning needs of the campuses because of COVID 19.

Employee Benefits: \$15,601 – This increase is primarily due to the increased costs for ER share of MERS.

Transfers Out: \$438,000 – This increase is to fund the proposed yearend transfers detailed below.

Budgetary Reductions:

Overall key budget categories experienced significant savings as a result of the District's closure due to COVID19. All account categories with the exception of the ones noted above were drastically reduced. The most notable account categories were:

Music: \$23,948 – This savings is primarily due to certified salaries in the Music department that were not paid during the school year.

Special Education Instruction: \$64,407 – This savings is due to a reduced cost for Instructional Assistants, Substitute Teachers and Substitute Instructional Assistants.

Transportation Costs: \$83,662 for General Ed and \$64,893 for Special Ed savings associated with renegotiated contracts and termination of service.

After School and Athletic Programs: \$17,822 for After School and \$16,561 for Athletic Programs were saved from the closure of school and the cancelation of all Spring Season sports.

Transfers Out:

In addition to aligning the budget with actual expenditures for the year, we recommend the following transfers to Capital, Debt Service, Enriching Student Achievement and Summer School, and Food Service from operating surplus funds. Please see the recommended breakdown below:

Transfer to Capital Projects for School Building Maintenance:	
MMS Repairs & Maintenance needs	\$ 90,000
Re-opening needs - Desk Shields	10,000
Ropes Course Maintenance	15,000
Transfer to Capital Projects for Technology:	
Art, Music etc. technology needs - software	20,000
Other Technology needs	75,000
Sub-total Transfer to Capital	<u>210,000</u>
Transfer to Debt Service Issuance Costs - Roof Project	75,000
Transfer to Enriching Student Achievement/Virtual Summer Camp	75,000
Transfer to Food Services	78,000
Total Increase to Transfers Out	<u><u>\$ 438,000</u></u>

Move effective September 10, 2020 to approve the FY 19/20 yearend transfers as proposed.