



DUXBURY PUBLIC SCHOOLS

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Lisa Freeley
Director of Business and Finance

To: Duxbury School Committee
CC: Dr. Danielle Klingaman, Superintendent
From: Lisa Freeley, Director of Business and Finance
Date: September 7, 2022
Subject: FY22 Year End Financial Status Report

June 30, 2022, marked the close of the fourth quarter for Fiscal Year 2022. The attached financial exhibit, FY22 Year End Operating Budget Financial Report, shows the operating budget annual expenditures by location and major category. This exhibit contains important information, both in regards to the spending that has taken place throughout the district – shown in the “expense” column, as well as outstanding payments that we will continue to close out over the summer and into the fall – shown in the “encumbrance” column.

At the close of the fourth quarter, the expectation is that salary expenditures would total 100% of the overall salary operating budget. This represents payments made to administrators (July 1 – June 30 pay period), teachers (based on 22 and 26 pay periods), and a combination of other salary schedules. As of 6/30/22, the total salary expenditure was **\$31,057,226**, representing 99.66% of the overall FY22 salary operating budget. This total is representative of salary expenditures based on collective bargaining agreement salary tables, stipends, hourly wages, overtime, and substitute coverage.

Grant and revolving funds typically offset a portion of our annual salary expenditures in our revolving and grant accounts. Examples of such offsets are revenue received for kindergarten tuition, co-curricular activities at both Duxbury Middle and Duxbury High, facilities rentals, athletic revolving, and Special Education grants.

The remaining balance for our salary expense accounts at the end of the fiscal year is **\$104,397**. Unfilled positions or changes in staffing, positions, etc., typically account for salary surplus.

Expense payments as of 6/30/2022 totaled **\$7,147,338**, representing 97.42% of the fiscal year budget. This number includes purchases made for instructional materials and supplies, textbooks, nurse supplies, utilities, transportation, and other equipment and expenses associated with day-to-

day school operations. Also included in this total are expenditures related to action items listed in both the school improvement plans and the District's strategic plan. This includes professional development expenses related to Curriculum and Instruction, District Safety and Security, and Social Emotional Learning.

The total encumbrance as of June 30, 2022, is **\$441,779**. We had several unpaid expenses that were incurred in FY22, however, we had not received final invoices as of the final FY22 warrant date. These expenses include tuition reimbursements, utility bills, and material purchases. We will continue to make payments on these encumbrances as invoices are received.

Our general expenses for FY22 were partially funded using Federal COVID-related grant funds. The total general expense for this period was **\$167,849**. Payments were processed to a number of vendors for costs directly related to school opening and operation and in support of student's social and emotional learning as a result of the pandemic. Those costs include cleaning and disinfecting supplies for both our school buildings and transportation providers, contracted services providers, professional development, nursing supplies, technology devices, technology programs, software applications, and others.

The remaining balance for our general expense accounts at the end of the fiscal year is **\$189,392**. The overall FY22 Operating Budget surplus is **\$293,789**. As a reminder, leftover funds are turned back to the town at the end of the fiscal year. Once the town's books are closed, they submit the prior year's balance sheet to the Division of Local Services and the Director of Accounts. Unused, unrestricted operating funds are certified as "free cash", which the town can use to fund Capital Projects and Reserve Funds. The current Financial Policy dictates that school surplus is then deposited into the Special Education Reserve Fund. We have maxed out our SPED reserve fund and therefore seek to work with the Town to use these funds towards school capital projects

Please let me know if any questions or points of clarification are needed on the information in this report.

FY'22 YTD Operating Budget Financial Report

as of June 30, 2022

Location	FY'22 Budget	FY'22 Expenditures	FY'22 Encumbrances	FY'22 Funds Remaining	FY'22 % Committed
Chandler - Salary	3,647,144	3,868,464	0	(221,320)	106.07%
Chandler - Expense	120,393	106,261	1,485	12,647	89.50%
Chandler - Total	3,767,537	3,974,725	1,485	(208,673)	105.54%
Alden - Salary	4,072,269	4,048,882	0	23,387	99.43%
Alden - Expense	133,241	126,144	3,033	4,064	96.95%
Alden - Total	4,205,510	4,175,026	3,033	27,451	99.35%
Duxbury Middle School - Salary	4,899,979	4,753,182	0	146,797	97.00%
Duxbury Middle School - Expense	162,257	127,519	5,117	29,621	81.74%
Duxbury Middle School - Total	5,062,236	4,880,701	5,117	176,418	96.52%
Duxbury High School - Salary	8,042,864	8,193,260	0	(150,396)	101.87%
Duxbury High School - Expense	393,499	332,995	22,577	37,927	90.36%
Duxbury High School - Total	8,436,363	8,526,254	22,577	(112,469)	101.33%
Special Education - Salary	5,652,068	5,315,966	0	336,102	94.05%
Special Education - Expense	1,624,392	1,516,308	199,807	(91,722)	105.65%
Special Education - Total	7,276,460	6,832,273	199,807	244,380	96.64%
Integrated Preschool - Salary	475,424	437,322	0	38,102	91.99%
Integrated Preschool - Expense	6,823	6,351	0	472	93.08%
Integrated Preschool - Total	482,247	443,673	0	38,574	92.00%
Technology - Salary	397,055	361,114	0	35,941	90.95%
Technology - Expense	826,752	677,164	80,495	69,093	91.64%
Technology - Total	1,223,807	1,038,278	80,495	105,034	91.42%
District - Health Services - Salary	20,129	8,834	0	11,295	43.89%
District - Health Services - Expense	28,000	12,631	2,096	13,273	52.60%
District - Health Services - Total	48,129	21,465	2,096	24,568	48.95%
District Administration - Salary	1,691,961	1,802,859	0	(110,898)	106.55%
District Administration - Expense	1,999,803	2,154,190	50,617	(205,004)	110.25%
District Administration - Total	3,691,764	3,957,049	50,617	(315,902)	108.56%
Instructional Leadership - Salary	1,050,577	1,006,923	0	43,653	95.84%
Instructional Leadership - Expense	3,800	1,655	0	2,145	43.55%
Instructional Leadership - Total	1,054,377	1,008,578	0	45,798	95.66%
Operations and Maintenance - Salary	1,212,153	1,260,419	0	(48,266)	103.98%
Operations and Maintenance - Expense	1,599,754	1,398,600	76,552	124,602	92.21%
Operations and Maintenance - Total	2,811,907	2,659,020	76,552	76,336	97.29%
Vocational Education - Salary	0	0	0		
Vocational Education - Expense	438,016	245,743	0	192,273	56.10%
Vocational Education - Total	438,016	245,743	0	192,273	56.10%
Total - Salary	31,161,622	31,057,226	0	104,397	99.66%
Total - Expense	7,336,731	6,705,559	441,779	189,392	97.42%
FY' 22 Total Budget	38,498,353	37,762,785	441,779	293,789	99.24%