

TRUMBULL PUBLIC SCHOOLS TRUMBULL, CONNECTICUT

Finance Committee of the Trumbull Board of Education

Regular Meeting Minutes

Date of meeting:

Thursday, January 23, 2020

Attendees: Kathleen Fearon, Scot Kerr, Jackie Norcel and Allan Cameron

Additional Attendees: First Selectman Vicki Tesoro @ 5:50PM

Location: Long Hill Admin. Ctr.

The meeting was called to order at 5:45P.M.

The minutes from the meeting of December 23, 2019 meeting were reviewed. The meeting day was corrected from Thursday to Friday. Jackie Norcel moved to accept the minutes, Scot Kerr seconded, they were approved unanimously.

Mr. Cameron then reviewed the financial reports as of December 31, 2019. As he reviewed the financial summary, he drew the committee's attention to variances in four areas. Salaries - there is a positive variance that may be overstated, the payroll team is reviewing the encumbrances to insure their accuracy. Employee Benefits – an investigation was conducted; the projected \$909K overage will be adjusted downward to \$150K. Utilities and Energy; after investigation Mr. Cameron agreed with the projected overage in the Utilities account. The overage in Energy, which includes billing completed on performance contracts, will be offset by a reimbursement from a Bank of America lease. With respect to Special Education, he is concerned about unbudgeted Special Education outplacements and related transportation expenses and the district's ability to fully mitigate. He updated the committee the "hard" freeze and responded to a number of questions in certain accounts.

A brief discussion took place around the Special Revenue, School Lunch, Student Activities and Expendable Trust Funds. The Committee accepted the financial reports as of December 31, 2019.

Next, Mr. Cameron reported that the annual financial audit of the Town and BOE is complete. There was discussion around an item in the Management Letter that will require a response by the Board's Finance department.

There was also discussion around the 403(b) plan for employees excluded from the Town Pension Plan. Dr. Fearon reached out to John Golliozo to learn the potential financial impact to the Board. Mr. Cameron will provide her with additional information.

The meeting was adjourned at 6:58P.M.

Respectfully submitted,

Allan Cameron

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Finance Committee
of the
Trumbull Board of Education

Long Hill Administration Building
Thursday, January 23, 2020
5:45PM

MEETING AGENDA

1. Approval of Minutes of December 20, 2019 Meeting
2. New Business
 - a.) Review of Financials thru December 31, 2019
 - b.) 2020-21 BOE Budget Follow-up
3. Old Business
 - a.) Discuss – 403b plan for employees excluded from Town Pension Plan

Note: Items may be added to the agenda under New Business with a 2/3 vote of the members.

**Trumbull Board of Education Expense vs Budget Summary
Report for the Month Ended 12/31/2019**

<u>Object Description</u>	<u>Code</u>	<u>Budget</u>			<u>Expended</u>	<u>Committed/ Estimates</u>	<u>Available/ (Over)</u>	<u>% Spent or Committed</u>
		<u>Original</u>	<u>Transfers</u>	<u>Revised</u>				
Salaries	100							
Admin/Supervisors	110	\$4,815,899	(\$70,000)	\$4,745,899	\$2,385,153	\$2,281,995	\$78,751	98%
Teachers	120	\$52,925,428	(\$85,000)	\$52,840,428	\$16,952,019	\$35,637,154	\$251,255	100%
Custodians/Maintenance	130	\$3,685,224	\$0	\$3,685,224	\$1,764,136	\$1,902,404	\$18,684	99%
Tech Support	140	\$587,584	\$0	\$587,584	\$330,548	\$307,122	(\$50,085)	109%
Admin Support	150	\$2,687,404	\$0	\$2,687,404	\$1,230,864	\$1,427,331	\$29,209	99%
Paras & Aides	160	\$3,974,975	\$85,000	\$4,059,975	\$1,851,264	\$2,029,772	\$178,939	96%
Substitutes	170	\$983,000	\$0	\$983,000	\$311,759	\$671,241	\$0	100%
Coaches & Advisors	180	\$709,697	\$0	\$709,697	\$184,541	\$525,156	\$0	100%
Salaries Other	190	\$1,767,196	\$0	\$1,767,196	\$732,413	\$1,015,610	\$19,173	99%
Misc Salary Items	195	\$569,117	\$0	\$569,117	\$360,266	\$0	\$208,851	63%
Salaries Total		\$72,705,524	(\$70,000)	\$72,635,524	\$26,102,961	\$45,797,785	\$734,778	99%
Benefits	200							
Health Insurance	210	\$14,402,909	(\$20,000)	\$14,382,909	\$7,274,475	\$8,018,033	(\$909,598)	106%
FICA	220	\$1,698,357	\$0	\$1,698,357	\$704,384	\$993,973	\$0	100%
Other Insurance	280	\$131,000	\$0	\$131,000	\$65,760	\$70,218	(\$4,978)	104%
Benefits Other	290	\$180,000	\$0	\$180,000	\$82,648	\$104,080	(\$6,728)	104%
Benefits Total		\$16,412,266	(\$20,000)	\$16,392,266	\$8,127,267	\$9,186,303	(\$921,305)	106%
Services-Prof & Technical	300							
Professional Devt	320	\$173,938	\$0	\$173,938	\$77,326	\$6,848	\$89,764	48%
Legal	330	\$320,000	\$0	\$320,000	\$82,191	\$208,320	\$29,489	91%
Service Contracts	340	\$374,349	\$0	\$374,349	\$296,292	\$43,749	\$34,308	91%
Consultants	360	\$320,400	\$0	\$320,400	\$127,203	\$233,740	(\$40,543)	113%
Other Prof Services	390	\$409,244	\$0	\$409,244	\$211,910	\$40,938	\$156,396	62%
Services-Prof & Technical Total		\$1,597,931	\$0	\$1,597,931	\$794,921	\$533,594	\$269,415	83%
Services-Property	400							
Utilities	410	\$882,000	\$0	\$882,000	\$546,385	\$949,615	(\$614,000)	170%
Energy	415	\$1,170,000	\$0	\$1,170,000	\$553,261	\$1,286,434	(\$669,696)	157%
Repairs & Svc Fees	430	\$405,184	\$0	\$405,184	\$131,479	\$52,960	\$220,745	46%
Communications	440	\$263,672	\$0	\$263,672	\$147,632	\$128,381	(\$12,341)	105%

Trumbull Board of Education Expense vs Budget Summary
Report for the Month Ended 12/31/2019

<u>Object Description</u>	<u>Code</u>	<u>Budget</u>			<u>Expended</u>	<u>Committed/ Estimates</u>	<u>Available/ (Over)</u>	<u>% Spent or Committed</u>
		<u>Original</u>	<u>Transfers</u>	<u>Revised</u>				
Copiers	445	\$245,000	\$0	\$245,000	\$136,966	\$125,071	(\$17,037)	107%
Bldg Improvements	450	\$105,000	\$0	\$105,000	\$12,319	\$0	\$92,681	12%
Other Purch'd Property Svcs	490	\$161,189	\$0	\$161,189	\$79,050	\$41,275	\$40,864	75%
Services-Property Total		\$3,232,045	\$0	\$3,232,045	\$1,607,093	\$2,583,735	(\$958,784)	130%
Services-Purchased Other	500							
Transportation	510	\$5,593,026	\$0	\$5,593,026	\$1,928,464	\$105,031	\$3,559,531	36%
Postage	530	\$44,000	\$0	\$44,000	\$20,764	\$22,861	\$375	99%
Advertising	540	\$1,200	\$0	\$1,200	\$1,282	\$0	(\$82)	107%
Interns	550	\$325,500	(\$32,700)	\$292,800	\$129,220	\$121,200	\$42,380	86%
Tuition	560	\$4,184,765	\$0	\$4,184,765	\$2,405,492	\$2,564,518	(\$785,245)	119%
Printing	570	\$17,976	\$0	\$17,976	\$9,929	\$200	\$7,847	56%
Other Purch'd Svcs	590	\$126,159	\$0	\$126,159	\$86,607	(\$0)	\$39,552	69%
Services-Purch'd Other Total		\$10,292,626	(\$32,700)	\$10,259,926	\$4,581,757	\$2,813,810	\$2,864,358	72%
Supplies	600							
Supplies-Teaching	610	\$646,264	\$0	\$646,264	\$371,480	\$78,105	\$196,679	70%
Supplies-Office	620	\$88,620	\$0	\$88,620	\$45,396	\$4,130	\$39,094	56%
Supplies-Custodial	630	\$173,000	\$0	\$173,000	\$99,239	\$36,030	\$37,731	78%
Supplies-Maintenance	635	\$258,500	\$0	\$258,500	\$97,508	\$50,174	\$110,819	57%
Text & Workbooks	640	\$458,383	\$0	\$458,383	\$324,069	\$8,895	\$125,419	73%
Subscriptions	645	\$162,132	\$0	\$162,132	\$195,641	\$1,513	(\$35,022)	122%
Testing Materials	650	\$125,367	\$0	\$125,367	\$93,167	\$0	\$32,200	74%
Books & A/V	655	\$50,435	\$0	\$50,435	\$20,354	\$16,392	\$13,689	73%
Software	660	\$157,650	\$0	\$157,650	\$167,532	\$0	(\$9,882)	106%
Other Supplies	690	\$34,437	\$0	\$34,437	\$9,296	\$2,053	\$23,088	33%
Supplies Total		\$2,154,788	\$0	\$2,154,788	\$1,423,682	\$197,291	\$533,815	75%
Property	700							
Office Equipment	610	\$1,584	\$0	\$1,584	\$525	\$160	\$899	43%
Office Furniture	620	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
Classroom Equipment	630	\$587,852	\$0	\$587,852	\$490,870	\$12,655	\$84,327	86%
Classroom Furniture	635	\$0	\$0	\$0	\$16,214	\$246	(\$16,461)	#DIV/0!

**Trumbull Board of Education Expense vs Budget Summary
Report for the Month Ended 12/31/2019**

<u>Object Description</u>	<u>Code</u>	<u>Budget</u>			<u>Expended</u>	<u>Committed/ Estimates</u>	<u>Available/ (Over)</u>	<u>% Spent or Committed</u>
		<u>Original</u>	<u>Transfers</u>	<u>Revised</u>				
Bldg Equipment	640	\$59,250	\$0	\$59,250	\$59,477	(\$0)	(\$227)	100%
Other Equipment	645	\$8,300	\$0	\$8,300	\$0	\$0	\$8,300	0%
Property	Total	\$656,986	\$0	\$656,986	\$567,087	\$13,061	\$76,838	88%
Other Objects	800							
Dues, Fees and Memberships	810	\$83,966	\$0	\$83,966	\$74,603	\$6,081	\$3,282	96%
Unemployment	825	\$35,000	\$0	\$35,000	\$17,866	\$17,432	(\$298)	101%
Other Objects	890	\$2,200	\$0	\$2,200	\$0	\$0	\$2,200	0%
Other Objects	Total	\$121,166	\$0	\$121,166	\$92,469	\$23,513	\$5,184	96%
Miscellaneous	900							
Other-Ant Surpl/Excess Cst	900	(\$1,055,000)	\$122,700	(\$932,300)	\$0	\$0	(\$932,300)	0%
Miscellaneous	Total	(\$1,055,000)	\$122,700	(\$932,300)	\$0	\$0	(\$932,300)	0%
Report Total		\$106,118,332	\$0	\$106,118,332	\$43,297,239	\$61,149,094	\$1,671,999	98%

Trumbull Board of Education
December 31, 2019 Financial Reports

Summary Expense Report As Of September 30, 2019

Attainment Analysis (\$K)

	2019/20 YTD Sept	FY 2019/20 Budget	YTD Attain %	2018/19 YTD Sept	FY 2018/19 Actual	YTD Attain %	2017/18 YTD Sept	FY 2017/18 Actual	YTD Attain %	Prior 2Yrs Avg Att %
Total Trumbull BOE Spend	\$ 15,410.1	\$106,118.3	14.5%	\$ 14,328.7	\$103,536.7	13.8%	\$ 19,062.8	\$100,422.4	19.0%	16.4%
- Salaries	\$ 8,646.1	\$ 72,635.5	11.9%	\$ 8,563.2	\$ 71,535.4	12.0%	\$ 8,709.9	\$ 69,099.1	12.6%	12.3%
- Benefits	\$ 2,597.8	\$ 16,392.3	15.8%	\$ 2,353.6	\$ 15,316.2	15.4%	\$ 4,513.1	\$ 14,391.0	31.4%	23.1%
S/Tot Salary & Bebefits	\$ 11,243.9	\$ 89,027.8	12.6%	\$ 10,916.8	\$ 86,851.7	12.6%	\$ 13,223.0	\$ 83,490.1	15.8%	14.2%
- Svcs Prof / Tech	\$ 494.7	\$ 1,597.9	31.0%	\$ 465.2	\$ 1,580.5	29.4%	\$ 514.7	\$ 1,494.6	34.4%	31.9%
- Svcs Property (Util/Repairs/Copiers)	\$ 489.7	\$ 3,232.0	15.2%	\$ 606.3	\$ 3,518.4	17.2%	\$ 491.2	\$ 3,288.4	14.9%	16.1%
- Svcs Purch'd Oth (Transport/Tuition)	\$ 1,854.2	\$ 10,259.9	18.1%	\$ 1,215.1	\$ 10,566.5	11.5%	\$ 3,472.2	\$ 9,298.1	37.3%	23.6%
- Supplies	\$ 931.4	\$ 2,154.8	43.2%	\$ 806.1	\$ 1,974.0	40.8%	\$ 787.2	\$ 2,019.2	39.0%	39.9%
- Property (Off Equip/Furn)	\$ 350.5	\$ 657.0	53.4%	\$ 255.2	\$ 465.4	54.8%	\$ 518.0	\$ 702.7	73.7%	66.2%
- Other/Misc	\$ 45.7	\$ (811.1)	-5.6%	\$ 64.2	\$ (1,419.8)	-4.5%	\$ 56.6	\$ 129.2	43.8%	-9.4%

- YTD September 2019/20 Expense is \$15.4M (14.5% Attainment of FY Budget of \$106.1M)

'- BELOW attainment vs AVG of prior two years (16.4%) but HIGHER than in Prior Year (13.8%)

'- Lower Attainment by Category:

- o Salaries - at 11.9%, tracking slightly below both the 2 year avg and P/Y attainment
- o Benefits - slightly ABOVE P/Y - watching the Health account as our mix has more employees in Family coverage
- o Svcs Prof & Tech - slightly below 2 year avg running slightly higher vs P/Y
- o Svcs Property (Util/Repairs/Copiers) - overall lower attainment as of Sept but watching Energy & Utilities (Retro Commissioning payback in UI bills)
- o Svcs Purch'd Other - HIGHER due to PPS Outplaced Tuition vs P/Y (+\$506K YTY thru September) - timing?
- o Property (Off Equip/Furn) - Slightly below P/Y and 2 year avg

'- Higher Attainment by Category:

- o Supplies - HIGHER vs 2 year avg and P/Y due to Textbooks and Subscriptions
- o Other/Misc - Lower overall P/Y and 2Year avg

	Appears OK
	Inspect
	Action Req'd?

Summary Expense Report As Of September 30, 2019

Year-to-Year (YTY) Analysis (\$K)

	FY 2019/20 <u>Budget</u>	FY 2018/19 <u>Actual</u>	Budget <u>YTY %</u>	2019/20 <u>YTD Sept</u>	2018/19 <u>YTD Sept</u>	YTD <u>YTY %</u>
Total Trumbull BOE Spend	\$106,118.3	\$103,536.7	2.5%	\$ 15,410.1	\$ 14,328.7	7.5%
- Salaries	\$ 72,635.5	\$ 71,535.4	1.5%	\$ 8,646.1	\$ 8,563.2	1.0%
- Benefits	\$ 16,392.3	\$ 15,316.2	7.0%	\$ 2,597.8	\$ 2,353.6	10.4%
S/Tot Salary & Bebefits	\$ 89,027.8	\$ 86,851.7	2.5%	\$ 11,243.9	\$ 10,916.8	3.0%
- Svcs Prof / Tech	\$ 1,597.9	\$ 1,580.5	1.1%	\$ 494.7	\$ 465.2	6.3%
- Svcs Property (Util/Repairs/Copiers)	\$ 3,232.0	\$ 3,518.4	-8.1%	\$ 489.7	\$ 606.3	-19.2%
- Svcs Purch'd Oth (Transport/Tuition)	\$ 10,259.9	\$ 10,566.5	-2.9%	\$ 1,854.2	\$ 1,215.1	52.6%
- Supplies	\$ 2,154.8	\$ 1,974.0	9.2%	\$ 931.4	\$ 806.1	15.5%
- Property (Off Equip/Furn)	\$ 657.0	\$ 465.4	41.2%	\$ 350.5	\$ 255.2	37.4%
- Other	\$ (811.1)	\$ (1,419.8)	-42.9%	\$ 45.7	\$ 64.2	-28.8%

- 2019/20 FY Budget is \$106.1M (+2.49% YTY vs 2018/19 Actual)

	Appears OK
	Inspect
	Action Req'd?

'- YTD Sept 2019 overall spending is UP 7.4% YTY compared to FY budgeted growth rate of +2.5%

'- Categories growing SLOWER than budgeted growth rate:

- o Salaries - Lower than budgeted growth rate
- o Svcs Property (Util/Repairs/Copiers) - due to Energy & Util /Repairs/Oth Prop Svcs
- o Property (Off Equip/Furn) - slightly lower than budgeted growth rate

'- Categories growing FASTER than budgeted growth rate:

- o Benefits - HIGHER YTY vs budgeted growth rate - continue to monitor mix of plan participants
- o Svcs Prof & Tech - due to Other Professional Svcs - timing of payments vs P/Y
- o Svcs Purch'd Other - HIGHER due to PPS Outplaced Tuition
- o Supplies - higher YTY vs budgeted growth rate
- o Other - lower YTY in Dues & Fees ; higher YTY in Unemployment

Budget Transfers – as of Dec. 31,2019

There were no budget transfers in the months of October, November and December 2019

Budget Transfers – as of Sept 30, 2019

<u>Accounting</u> <u>Month</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amount</u>
September (#4)	Anticipated Surplus (01912520-59000)		\$29,200
		TECEC Interns (01401000-55503)	(\$31,000)
		BHES Interns (01511001-55500)	\$200
		FTES Interns (01521001-55500)	\$200
		DFES Interns (01531001-55500)	\$100
		MBES Interns (01541001-55500)	\$200
		JRES Interns (01551001-55500)	\$200
		TES Interns (01581001-55500)	\$200
		HMS Interns (01611001-55500)	\$200
		MMS Interns (01621001-55500)	\$200
		THS Interns (01401000-55502)	<u>\$300</u>
			\$0
	To reduce for excess budget at TECEC and increase budget to actuals in ES/MS/THS; remaining balance transferred to Anticipated Surplus		
September (#5)	FTES C/R Teachers (01521001-51110)		\$42,500
	SPED-Para Extra Time (01011200-51121)		\$85,000
		DFES C/R Teachers (01531001-51110)	(\$42,500)
		JRES C/R Teachers (01551001-51110)	(\$42,500)
		TES C/R Teachers (01581001-51110)	<u>(\$42,500)</u>
			\$0
	To transfer net savings of two less ES C/R teachers (net) to SPED-Para Extra Time		