

To: Arlington School Committee Budget Subcommittee
 From: Michael Mason, Jr., Chief Financial Officer
 Re: FY2022 Period 7 Monthly Financial Report Packet
 Date: February 10, 2021

Attached you will find a copy of the monthly financial reporting packet for the period ending 1/31/2022. There are three different reports for your review. Included are separate monthly budget tracking reports for the general fund (town appropriation) and revolving accounts.

General Fund Report

The general fund expenditure report includes spending through 1/31/2021 and is summarized by object code. This report is a year to date budget report, generated from Munis, the financial system. This report is combined with columns for our projections for the remainder of the year, we arrived at the ‘available budget’ total that you’ll find in this report.

The “Revised Budget” column reports the net of the approved School Committee budget and transfers that have occurred to date.

The “YTD Expended” column reports the actual expenditures posted in the financial system as of 1/31/2021.

The “Encumbrances” column reports the actual encumbrances posted in the financial system as of 1/31/2021.

The “Projected Expenditures” column reports the current known expenditures and encumbrances that is projected to occur after 1/31/2021 and have not yet posted. Some of the known expenditures include new staff hires that were not paid or encumbered by 1/31/2021. The projected expenditures also assume that departments and schools will fully spend their respective budgets. Also included in these figures is anticipated expense transfers that may incur between accounts due to incorrect postings.

The bottom-line unencumbered balance is currently projected at \$1,080,548. It is important to note that this does not mean that this is a projected surplus, but instead represents the total remaining after all known expenses at the time of this report have been produced.

Object Description	Revised Budget	YTD Expended	Encumbrances	Projected Expenditures	Balance
81111 - Administration Sal & Wages	6,173,077	3,110,034	2,996,047	0	66,996

Object Description	Revised Budget	YTD Expended	Encumbrances	Projected Expenditures	Balance
81112 - TEACHER SALARY & WAGES	46,545,727	19,859,299	25,088,295	0	1,598,133
81113 - CUSTODIAL SALARIES	1,596,887	950,465	684,162	0	-37,740
81114 - FOOD SERVICE SALARY WAGES	49,495	87,893	0	0	-38,398
81115 - CLERICAL SALARIES	2,264,009	1,326,920	921,774	0	15,315
81116 - FULL TIME TEACHER AIDES SAL	4,658,232	2,346,665	2,312,924	0	-1,357
81117 - OTHER FULL TIME SALARIES	3,397,981	1,937,939	1,679,530	0	-219,488
81118 - PART TIME SALARY WAGES	195,639	117,486	81,128	0	-2,974
81119 - SPED SUMMER SCHOOL(HARDY)	212,786	212,785	0	0	1
81201 - TEMP SALARIES PROFESSIONAL	114,300	123,105	33,104	0	-41,908
81202 - TEMPORARY SALARY WAGES OTHER	135,000	109,575	0	224,100	-198,674
81203 - SUBSTITUTE TEACHERS DAY TO DAY	142,974	98,438	0	98,400	-53,864
81204 - EXTENDED TERM SUB TEACHER	846,864	388,935	179,659	0	278,270
81205 - STUDENT ACTIVITY SUPPORT STIP	186,139	92,213	84,229	28,557	-18,861
81206 - TEMPORARY CLERICAL HELP	0	6,470	0	4,622	-11,092
81210 - ACADEMIC TEACHER LEADERSHIP	136,150	53,954	16,868	73,179	-7,851
81215 - ADMINISTRATIVE STIPEND	80,791	37,463	36,111	28,426	-21,209
81301 - OVERTIME PEAKLOAD REQUIREMENT	9,000	34,169	0	91,692	-116,861
81302 - CUST/SNOW/ICE REMOVAL	13,000	3,139	0	41,860	-31,999
81304 - MAINTENANCE SALARIES	612,315	237,455	138,273	0	236,587
81305 - MAINT/WK OUT OF CLASSIFICATION	4,000	1,099	0	2,901	0
81307 - PERMIT	0	8,490	0	0	-8,490
81308 - OUT OF CLASSIFICATION SALARY	1,000	9,642	0	0	-8,642
81310 - CALL BACK	12,000	13,734	0	0	-1,734
81313 - AUTO ALLOWANCE	14,428	0	0	14,428	0
81314 - CUSTODIAL CLOTHING ALLOW	25,368	14,175	0	11,193	0

Object Description	Revised Budget	YTD Expended	Encumbrances	Projected Expenditures	Balance
81316 - CUSTODIAL ABSENCE/VACATION	0	43,873	0	0	-43,873
81318 - TEACHER ROOM MOVING	44,000	38,566	0	5,434	0
81320 - SKILLS STIPEND	4,000	-7,938	1,096	10,842	0
81322 - OTHER STIPENDS	7,116	25,046	13,173	0	-31,102
81323 - CUSTODIAL ATHLETIC EVENTS	0	7,665	0	0	-7,665
81413 - LONGEVITY/TEACHERS	456,808	453,919	2,888	0	1
81414 - LONGEVITY ADMIN	30,499	27,611	2,888	0	0
81415 - LONGEVITY CLERICAL	29,259	29,259	0	0	0
81416 - LONGEVITY CUST	17,430	17,429	0	0	1
81417 - Longevity Paraprofessionals	500	500	0	0	0
81505 - OTHER PAYMENTS	75,000	0	83,200	0	-8,200
81730 - PENSIONS	4,117	1,716	0	0	2,402
81760 - CLOTHING ALLOWANCE	12,100	16,000	1,675	0	-5,575
82103 - POWER ELECTRICITY	908,214	534,593	280,407	93,214	0
82104 - NATURAL GAS	578,000	137,073	432,927	10,670	-2,670
82403 - PLUMBING SERVICES	53,668	12,372	3,325	37,971	0
82404 - ROOF REPAIRS	9,288	19,637	5,212	0	-15,561
82405 - FLOORING SUPPLIES/SERVICES	20,640	8,126	29,500	0	-16,986
82407 - MASONRY SUPPLY SERVICES	4,691	0	0	4,691	0
82408 - ELECTRICAL SERVICES	25,895	53,390	47,525	0	-75,020
82409 - GROUNDS SUPPLIES	11,916	16,275	23,470	0	-27,829
82410 - PAINTING SERVICES	2,158	1,958	5,834	150,000	-155,634
82411 - WINDOW GLASS SERVICE SUPPLIES	2,533	4,522	213	0	-2,202
82412 - HVAC CONTRACTED SERVICES	44,097	132,120	73,375	20,996	-182,394
82414 - BOILER CONTRACTED SERVICES	38,561	26,092	12,808	5,830	-6,169

Object Description	Revised Budget	YTD Expended	Encumbrances	Projected Expenditures	Balance
82415 - SNOW REMOVAL CONTRACTED	64,647	0	50,000	14,647	0
82420 - ELEVATOR MAINTENANCE REPAIRS	61,923	16,312	23,688	21,923	0
82703 - EQUIPMENT RENTAL	77,396	113,584	16,826	0	-53,014
82904 - CUSTODIAL SUPPLIES CLEANING	423,147	269,294	175,249	17,104	-38,500
82905 - EXTERMINATION SERVICES	7,037	0	8,730	0	-1,693
82999 - MISC MAINTENANCE SERVICES	10,932	150	0	10,782	0
83101 - PROFESSIONAL TECH SERVICES	943,256	380,566	626,135	0	-63,444
83102 - LEGAL SERVICES	176,779	96,235	105,573	0	-25,030
83201 - TUITION OTHER SCHOOLS	4,514,007	758,566	3,156,966	-243,805	842,279
83301 - CONTRACTED TRANSPORTATION	1,002,324	271,409	333,380	401,134	-3,599
83302 - FIELD TRIPS	16,864	1,919	3,200	11,745	0
83402 - TELEPHONE/PAGERS	27,411	10,420	7,480	9,511	0
83403 - ADVERTISING	1,957	145	655	1,157	0
83404 - REPRODUCTION/PRINTING	17,461	3,004	946	13,510	1
83405 - POSTAGE	712	9	0	703	0
83802 - ENVIRONMENTAL SERVICES	1,595	405	95	1,095	0
83803 - SECURITY SERVICES	16,231	19,522	31,526	0	-34,817
83804 - ATHLETIC SERVICES	163,118	76,066	19,113	78,650	-10,710
83807 - INSURANCE	49,884	43,212	0	6,672	0
83808 - SAFETY EQUIP AND TESTING	690	0	0	690	0
84201 - OFFICE SUPPLIES	61,070	30,889	13,411	16,772	-2
84303 - PLUMBING SUPPLIES	49,257	14,862	13,546	20,849	0
84306 - CARPENTRY SUPPLIES DOORS	48,506	20,345	8,139	20,022	0
84308 - ELECTRICAL SUPPLIES	18,107	6,262	7,738	4,107	0
84312 - HVAC SUPPLIES	25,051	27,856	16,762	3,135	-22,702

Object Description	Revised Budget	YTD Expended	Encumbrances	Projected Expenditures	Balance
84321 - EQUIPMENT MAINTENANCE	31,842	46,659	3,257	30,071	-48,144
84399 - MISC MAINTENANCE SUPPLIES	27,160	56,956	0	40,683	-70,478
84802 - MOTOR VEHICLE REPAIR	102,145	27,621	28,940	45,584	0
84803 - GAS & OIL	66,412	12,826	42,055	11,531	0
84902 - FOOD SUPPLIES	31,431	2,953	3,775	24,702	0
85100 - EDUCATIONAL SUPPLIES	7,694	4,827	0	2,867	0
85101 - REPRO PAPER TONER SUPPLIES	81,968	26,950	13,164	41,855	-1
85102 - TESTING MATERIALS	25,292	788	0	24,505	-1
85103 - INSTRUCTIONAL MATERIALS	664,006	400,374	151,952	111,681	-1
85104 - ATHLETIC SUPPLIES	74,185	4,168	9,897	60,120	0
85106 - TEXTBOOKS BOOKS PERIODICALS	245,804	59,223	112,135	74,445	0
85107 - INSTRUCTIONAL SERVICES	0	6,721	0	4,801	-11,522
85110 - INSTRUCTION EQUIPMENT	11,893	6,897	7,805	0	-2,809
85201 - MEDICAL SURGICAL SUPPLIES	30,849	32,652	72,785	0	-74,588
85802 - COMPUTER SUPPLIES	72,600	41,367	5,858	25,375	0
85803 - GRADUATION SERVICE CEREMONIES	14,010	2,337	1,163	10,510	0
85804 - COMPUTER SOFTWARE	633,864	575,449	36,550	21,865	0
85806 - MISC SUPPLIES	14,929	7,051	2,261	5,616	1
87101 - BUSINESS TRAVEL	6,248	105	395	5,748	0
87105 - WORKSHOPS STIPENDS/GREEN SLIP	8,635	400	0	8,235	0
87106 - Graduate Course Reimbursement	13,129	19,702	19,394	10,904	-36,871
87202 - TRAINING EDUC CONF & ATTENDANC	237,673	82,494	32,298	122,880	0
87301 - PROFESSIONAL AFFLIATIONS	69,944	44,648	264	25,031	1
87601 - COURT JUDGEMENTS SETTLEMENT	497	325	0	172	0
88501 - CAPITAL EQUIPMENT/FURNITURE	3,233	556	2,386	291	0

Object Description	Revised Budget	YTD Expended	Encumbrances	Projected Expenditures	Balance
88502 - COMPUTER NETWORK TELECOM	3,200	0	0	3,200	0
88504 - NEW EQUIPMENT MOTOR VEHICLE	20,000	20,000	58,192	0	-58,192
88550 - COMPUTER EQUIPMENT HARDWARE	24,117	7,860	5,441	10,816	0
Grand Total	80,109,774	36,435,584	40,500,745	2,092,897	1,080,548

Revolving Accounts Report

The revolving account report includes year to date tracking of revenue and expenditure totals for each revolving account. This report has been modified and is different than prior reports. It does not show a budget column and it includes starting and ending balances of each fund.

The “Revised Budget” column reports on the net of the approved budget and any transfers that have been made between accounts on a revolving fund.

The “YTD Actual” column reports the actual expenditures posted in the financial system as of 1/31/2021.

The “Encumbrances” column reports the actual encumbrances posted in the financial system as of 1/31/2021.

The “Projected to Completion” column represents what is projected to be collected as revenue or expended by the end of FY2022.

Any negative number in the following report does not represent a deficit. Numbers or amounts that are negative either represents a cash balance or revenue as a credit amount. Expenditures/Debits are reported as a positive number.

Description	YTD Actual	Encumbrances	Projected to Completion	Projected Balance
0750 - Circuit Breaker				
1000 - Starting Balance	(2,092,586)	0	0	(2,092,586)
7310 - FEDERAL REVENUE THRU STATE	(1,171,562)	0	(1,171,564)	(2,343,126)
83201 - TUITION OTHER SCHOOLS	1,684,386	73,681	334,519	2,092,586

Description	YTD Actual	Encumbrances	Projected to Completion	Projected Balance
9999 - Ending Balance	(1,579,761)	73,681	(837,045)	(2,343,126)
1430 - Athletic Fees Revolving				
1000 - Starting Balance	(32,736)	0	0	(32,736)
7289 - MISCELLANEOUS REVENUE	(209,346)	0	(1,200)	(210,546)
81202 - TEMPORARY SALARY WAGES OTHER	198,675	0	(198,675)	0
8300 - CONTRACTED SERVICES	0	0	0	0
83301 - CONTRACTED TRANSPORTATION	900	2,700	(3,600)	0
83804 - ATHLETIC SERVICES	1,899	6,600	(8,499)	0
9999 - Ending Balance	(40,609)	9,300	(211,974)	(243,283)
1480 - Instrumental Music Fees Revolving				
7289 - MISCELLANEOUS REVENUE	(111,458)	0	0	(111,458)
81112 - TEACHER SALARY & WAGES	97,834	0	0	97,834
8300 - CONTRACTED SERVICES	0	0	0	0
9999 - Ending Balance	(13,624)	0	0	(13,624)
1520 - Building Rental Fees				
1000 - Starting Balance	(1,180,145)	0	0	(1,180,145)
7289 - MISCELLANEOUS REVENUE	(94,080)	0	0	(94,080)
8092 - CUSTODIAL/OVERTIME	64,324	0	(64,324)	0
81301 - OVERTIME PEAKLOAD REQUIREMENT	2,962	0	(2,962)	0
82104 - NATURAL GAS	2,670	0	(2,670)	0
82421 - Contracted Services	39,810	0	(39,810)	0
8300 - CONTRACTED SERVICES	35,249	0	(35,249)	0
83101 - PROFESSIONAL TECH SERVICES	250	0	0	250
8350 - CURRICULUM SUPPLIES	3,244	0	0	3,244
84399 - MISC MAINTENANCE SUPPLIES	920	1	0	920

Description	YTD Actual	Encumbrances	Projected to Completion	Projected Balance
8659 - INSTRUCTIONAL EQUIPMENT	22,092	0	0	22,092
88501 - CAPITAL EQUIPMENT/FURNITURE	0	10,955	0	10,955
9999 - Ending Balance	(1,102,704)	10,956	(145,016)	(1,236,764)
1530 - Peirce Field Rental Fees				
1000 - Starting Balance	(73,420)	0	0	(73,420)
7289 - MISCELLANEOUS REVENUE	(15,713)	0	0	(15,713)
81307 - PERMIT	2,640	0	0	2,640
8350 - CURRICULUM SUPPLIES	0	0	0	0
83804 - ATHLETIC SERVICES	45,688	0	0	45,688
8999 - PRIOR YEAR CARRYOVER	0	0	0	0
9999 - Ending Balance	(40,805)	0	0	(40,805)
1660 - Tuition-In Payments				
1000 - Starting Balance	(462,271)	0	0	(462,271)
7289 - MISCELLANEOUS REVENUE	(3,083)	0	0	(3,083)
8350 - CURRICULUM SUPPLIES	0	0	0	0
8999 - PRIOR YEAR CARRYOVER	0	0	0	0
9999 - Ending Balance	(465,354)	0	0	(465,354)
1820 - Traffic Posts Receipts (Rebilling)				
1000 - Starting Balance	(33,497)	0	0	(33,497)
8999 - PRIOR YEAR CARRYOVER	0	0	0	0
9999 - Ending Balance	(33,497)	0	0	(33,497)
1840 - Foreign Exchange Tuition Revolving				
1000 - Starting Balance	(1,255,137)	0	0	(1,255,137)
7289 - MISCELLANEOUS REVENUE	(60,994)	0	0	(60,994)
81112 - TEACHER SALARY & WAGES	3,750	0	0	3,750

Description	YTD Actual	Encumbrances	Projected to Completion	Projected Balance
83101 - PROFESSIONAL TECH SERVICES	37,518	0	0	37,518
83302 - FIELD TRIPS	4,205	0	0	4,205
84902 - FOOD SUPPLIES	4,549	905	0	5,454
87202 - TRAINING EDUC CONF & ATTENDANC	157,936	13,000	0	170,936
89203 - CREDIT CARD CHARGES	1,072	0	0	1,072
8999 - PRIOR YEAR CARRYOVER	0	0	0	0
9999 - Ending Balance	(1,107,101)	13,905	0	(1,093,196)
1920 - Bishop Bus Revolving				
1000 - Starting Balance	(102,627)	0	0	(102,627)
7289 - MISCELLANEOUS REVENUE	(36,873)	0	0	(36,873)
8300 - CONTRACTED SERVICES	0	0	0	0
8999 - PRIOR YEAR CARRYOVER	0	0	0	0
9999 - Ending Balance	(139,500)	0	0	(139,500)
2090 - AEA and Other Revolving				
1000 - Starting Balance	0	0	0	0
7289 - MISCELLANEOUS REVENUE	0	0	(20,000)	(20,000)
8084 - PROFESSIONAL SALARIES	0	11,021	0	11,021
9999 - Ending Balance	0	11,021	(20,000)	(8,979)
8871 - Special Education Stabilization Fund				
1000 - Starting Balance	(776,314)	0	0	(776,314)
4520 - INTEREST & DIVIDENDS	(1,948)	0	0	(1,948)
4972 - TRANSFER FROM OTHER FUNDS	0	0	(1,080,548)	(1,080,548)
9999 - Ending Balance	(778,261)	0	(1,080,548)	(1,858,809)
GRAND TOTAL	(5,301,216)	118,862	(2,294,583)	(7,476,937)