



LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL
ADMINISTRATOR FOR BUSINESS AND FINANCE

October 12, 2011

To: Lincoln School Committee
Michael F. Brandmeyer, Superintendent of Schools
From: Buckner Creel, Administrator for Business and Finance
Subject: FY12 First Quarter Report

For Fiscal Year 2012, the Lincoln Public Schools received appropriations of \$9,559,105 for the Lincoln Campus. All financial obligations on the Lincoln Campus are expected to be met within the funds appropriated for FY12.

The Hanscom budget for FY12 was originally prepared based on providing FY12 services for the 441-460 pupil enrollment band, although the actual student enrollment to be served was uncertain. We presented a budget of \$10,198,350 that had the potential of a deficit if enrollment increased, as was projected, and planned to add funds from a higher band if enrollment increased. Subsequently, increasing enrollment caused the DODEA contracting officer to award the option year for FY12 at the 461-480 enrollment band, providing a contract allocation of \$10,651,610. This contract allocation serves as the current budget amount for the Hanscom operations. The funds allocated on the Hanscom Campus for FY12 are sufficient to meet the obligations currently anticipated.

The administration has submitted the September 30th enrollment report for certification by the 66th Airbase Group, so the exact enrollment total is not verified, but the increase in pupil enrollment means that the contract price will likely move to the 500-550 enrollment band.

Attached for your review is a report providing details of the current operating budget, year to date expenses and encumbrances as of October 7, 2011. At that date, approximately 10% of the school year and 25% of the fiscal year had elapsed. The report balances include payrolls through October 4, 2011, reflecting wages through September 23, 2011. Also included is a report showing key budget lines we currently track in greater detail. This report compares this year's "burn rate" with the comparable period from the last fiscal year for selected budget lines of special interest.

Several comments on specific expense categories follow.

Lincoln Campus

The current budget includes \$31,000 in the Special Education out-of-district (OOD) tuition category which resulted from the pre-purchase of tuition expenses approved at the end of FY11. The budget also includes \$13,617.45 remaining from the past summer's Special Education extended school year program. These amounts will be held in reserve for potential special education costs which may arise.

The expenditure of 42% of the general supplies and materials line is appropriate, as the schools have purchased the needed supplies in advance of their use. We are on target to reach our goal of completing the bulk of these purchases by the end of March.

The “negative expense” in the telephone key budget line is an artifact of the E-Rate reimbursement timing. We typically receive a large payment from E-Rate providers during July and August, in amounts larger than the phone bills paid to date. As a reimbursement, these E-Rate amounts are applied against expenses, creating a “negative expense” to be offset by phone bills as the fiscal year progresses.

Hanscom Campus

The housing privatization program at Hanscom Air Force Base was successful, with new units coming online last summer as scheduled. Families began moving and registering their children, as evidenced by the increased enrollment at both the Hanscom Primary and Middle Schools. The move-in of new families continues, albeit at a much slower pace.

At Hanscom Primary, the increasing enrollment required adding a fourth Kindergarten and a fourth 1st Grade section, with the accompanying expenses for teachers, instructional assistant hours, classroom furniture and materials. At Hanscom Middle the increase in enrollment impacted the 6th Grade, and the principal is in the hiring process for a part-time, 0.6 FTE English teacher to address class size. The increase in the enrollment provides additional contract dollars, which will be sufficient to cover the anticipated expenses for this fiscal year.

The Defense Finance and Accounting Services (DFAS) have instituted new procedures for billing and paying for utilities on government installations, which will affect the timing of utility expenses. The new procedures will complicate the accounting process slightly, but will have a strong impact on the ability to make accurate year-to year comparisons of utility payments.

Please contact me at 259-2623 or bcreel@lincnet.org should you have any questions about the enclosed information.

Lincoln Campus
FY 2012 OPERATING BUDGET -- STATUS REPORT
1st Quarter
as of October 7, 2011

Expense Category	Revised FY12 Operating Budget	Expended		Expended & Encumbered		% of total budget
		Amount	Percent	Amount	Percent	
School Committee	\$ 5,245	\$ 1,279	24.4%	\$ 3,795	72.4%	0.05%
Personnel						
Administrator Salaries	\$ 735,583	\$ 159,663	21.7%	\$ 734,573	99.9%	7.70%
Professional Salaries (Teachers, Nurses, etc.)						
• Regular salaries	\$ 5,358,665	\$ 843,531	15.7%	\$ 5,342,450	99.7%	56.06%
• Stipends (leadership & mentoring)	\$ 175,910	\$ 20,800	11.8%	\$ 150,504	85.6%	1.84%
• Substitutes (daily & long-term)	\$ 105,000	\$ 2,640	2.5%	\$ 2,640	2.5%	1.10%
• Misc. Salaries (see note 1)	\$ 306,553	\$ 28,059	9.2%	\$ 65,110	21.2%	3.21%
Paraprofessionals Wages						
• Special Education Tutors	\$ 52,878	\$ 10,477	19.8%	\$ 45,940	86.9%	0.55%
• Instructional Assistants	\$ 160,265	\$ 17,057	10.6%	\$ 157,846	98.5%	1.68%
• Other paraprofessionals	\$ 81,815	\$ 9,298	11.4%	\$ 81,815	100.0%	0.86%
Support Staff						
• Secretaries	\$ 342,307	\$ 69,965	20.4%	\$ 341,180	99.7%	3.58%
• Facilities, Maintenance & Custodial Staff	\$ 378,455	\$ 89,874	23.7%	\$ 374,117	98.9%	3.96%
• Overtime	\$ 21,125	\$ 1,197	5.7%	\$ 1,197	5.7%	0.22%
Professional & Staff Development	\$ 46,829	\$ 9,296	19.9%	\$ 17,641	37.7%	0.49%
Supplies, Equipment & Services						
In-District Transportation	\$ 334,140	\$ -	0.0%	\$ 334,140	100.0%	3.50%
Out of District Special Education Transportation	\$ 107,450	\$ 25,194	23.4%	\$ 84,801	78.9%	1.12%
Special Education Tuition (OOD & collaboratives) (see note 3)	\$ 270,950	\$ 37,023	13.7%	\$ 248,658	91.8%	2.83%
General Supplies and Materials						
• Textbooks	\$ 24,703	\$ 9,853	39.9%	\$ 15,342	62.1%	0.26%
• Other Published Materials	\$ 67,071	\$ 25,626	38.2%	\$ 32,532	48.5%	0.70%
• Durable Goods and Equipment	\$ 33,242	\$ 8,692	26.1%	\$ 14,516	43.7%	0.35%
• Consumable Supplies	\$ 117,571	\$ 47,150	40.1%	\$ 59,143	50.3%	1.23%
• Contracted Services	\$ 173,132	\$ 44,507	25.7%	\$ 84,680	48.9%	1.81%
Facilities & Maintenance						
• Utilities -- heat	\$ 173,000	\$ 2,478	1.4%	\$ 173,000	100.0%	1.81%
• Utilities -- electricity	\$ 172,000	\$ 30,648	17.8%	\$ 172,000	100.0%	1.80%
• Utilities -- water, sewer, telephones	\$ 34,633	\$ (6,717)	-19.4%	\$ 27,320	78.9%	0.36%
• Maintenance Services & Supplies	\$ 192,762	\$ 30,404	15.8%	\$ 129,353	67.1%	2.02%
• Custodial Services & Supplies	\$ 38,206	\$ 10,906	28.5%	\$ 13,205	34.6%	0.40%
Other expenses (see note 2)	\$ 49,615	\$ 4,728	9.5%	\$ 7,005	14.1%	0.52%
TOTALS	\$ 9,559,105	\$ 1,533,629	16.0%	\$ 8,714,505	91.2%	100.0%

Notes

1. Includes personnel control, home/hospital teaching, certain curriculum development & instrumental instruction salaries.
2. Includes (but not limited to) postage, legal expenses including settlements, advertising, printing, permits, etc.

Hanscom Campus
FY 2012 OPERATING BUDGET -- STATUS REPORT
1st Quarter
as of October 7, 2011

Expense Category	Revised FY12 Operating Budget	Expended		Expended & Encumbered		% of total
		Amount	Percent	Amount	Percent	
School Committee	\$ 4,236	\$ 1,047	24.7%	\$ 3,106	73.3%	0.04%
Personnel		.				0.00%
Administrator Salaries	\$ 650,638	\$ 139,818	21.5%	\$ 649,798	99.9%	6.11%
Professional Salaries (Teachers, Nurses, etc.)						0.00%
• Regular salaries	\$ 5,163,541	\$ 821,868	15.9%	\$ 5,121,474	99.2%	48.48%
• Stipends (leadership & mentoring)	\$ 158,290	\$ 20,145	12.7%	\$ 132,079	83.4%	1.49%
• Substitutes (daily & long-term)	\$ 100,000	\$ 4,516	4.5%	\$ 10,278	10.3%	0.94%
• Misc. Salaries (see note 1)	\$ 432,170	\$ 20,829	4.8%	\$ 42,941	9.9%	4.06%
Paraprofessionals Wages						0.00%
• Special Education Tutors	\$ 307,614	\$ 42,661	13.9%	\$ 307,613	100.0%	2.89%
• Instructional Assistants	\$ 231,005	\$ 25,529	11.1%	\$ 235,321	101.9%	2.17%
• Other paraprofessionals ****	\$ 95,330	\$ 11,769	12.3%	\$ 95,329	100.0%	0.89%
Support Staff						0.00%
• Secretaries	\$ 329,580	\$ 66,509	20.2%	\$ 328,809	99.8%	3.09%
• Facilities, Maintenance & Custodial Staff	\$ 424,538	\$ 98,223	23.1%	\$ 421,569	99.3%	3.99%
• Overtime	\$ 16,740	\$ 1,624	9.7%	\$ 1,624	9.7%	0.16%
Professional & Staff Development	\$ 46,346	\$ 6,999	15.1%	\$ 11,217	24.2%	0.44%
Employee Benefits & Town Svcs	\$ 1,628,304	\$ 89,272	5.5%	\$ 1,517,804	93.2%	15.29%
Supplies, Equipment & Services						0.00%
In-District Transportation						
Out of District Special Education Transportation	\$ 88,799	\$ 38,413	43.3%	\$ 83,748	94.3%	0.83%
Special Education Tuition (OOD & collaboratives)	\$ 101,195	\$ 34,487	34.1%	\$ 101,195	100.0%	0.95%
General Supplies and Materials						0.00%
• Textbooks	\$ 9,692	\$ 5,076	52.4%	\$ 5,076	52.4%	0.09%
• Other Published Materials	\$ 68,871	\$ 20,273	29.4%	\$ 29,140	42.3%	0.65%
• Durable Goods and Equipment	\$ 50,268	\$ 17,405	34.6%	\$ 28,951	57.6%	0.47%
• Consumable Supplies	\$ 108,687	\$ 50,356	46.3%	\$ 59,473	54.7%	1.02%
• Contracted Services	\$ 167,758	\$ 35,564	21.2%	\$ 60,688	36.2%	1.57%
Facilities & Maintenance						0.00%
• Utilities -- heat	\$ 18,000	\$ 39	0.2%	\$ 15,000	83.3%	0.17%
• Utilities -- electricity	\$ 100,000	\$ 20,844	20.8%	\$ 100,000	100.0%	0.94%
• Utilities -- water, sewer, telephones	\$ 39,500	\$ 5,959	15.1%	\$ 31,366	79.4%	0.37%
• Maintenance Services & Supplies	\$ 234,570	\$ 45,931	19.6%	\$ 115,108	49.1%	2.20%
• Custodial Services & Supplies	\$ 31,389	\$ 8,403	26.8%	\$ 11,494	36.6%	0.29%
Other expenses (see note 2)	\$ 44,550	\$ 3,854	8.7%	\$ 4,514	10.1%	0.42%
TOTALS	\$ 10,651,611	\$ 1,637,413	15.4%	\$ 9,524,715	89.4%	

Notes

1. Includes personnel control, home/hospital teaching, certain curriculum development & instrumental instruction salaries.
2. Includes (but not limited to) postage, legal expenses including settlements, advertising, printing, permits, etc.

FY 2012 Operating Budget -- Key Budget Line Tracking

1st Quarter
as of October 7, 2011

(Corrected) Budget line	FY11 Budget				FY12 Budget			
	original budget	revised budget	1Q \$\$ expended	1Q % expended	original budget	revised budget	1Q \$\$ expended	1Q % expended
Lincoln Campus								
Legal expenses	13,750	13,750	-	0.0%	17,750	17,750	-	0.0%
Substitutes (daily)	65,000	65,000	2,668	4.1%	65,000	65,000	2,640	4.1%
Substitutes (long-term)	50,000	50,000	4,026	8.1%	40,000	40,000	-	0.0%
Custodian overtime	18,125	18,125	605	3.3%	18,125	18,125	1,197	6.6%
Custodial services & supplies	34,955	34,955	14,221	40.7%	38,206	38,206	10,906	28.5%
Utilities (heat)	230,626	230,626	2,630	1.1%	173,000	230,626	2,448	1.1%
Utilities (electricity)	215,000	215,000	40,821	19.0%	172,000	215,000	30,648	14.3%
Utilities (telephones)	19,000	19,000	(2,104)	-11.1%	20,433	19,000	(6,975)	-36.7%
Special Education OOD tuition	315,871	319,871	12,520	3.9%	270,950	270,950	37,023	13.7%
General Supplies, Materials and some Contracted Services (SBM & new curriculum mat'ls)	189,572	189,230	62,437	33.0%	233,766	234,766	98,674	42.0%
Hanscom Campus								
Legal expenses	13,250	13,250	787	5.9%	15,700	15,700	1,233	7.9%
Substitutes (daily)	50,000	50,000	5,449	10.9%	50,000	50,000	1,897	3.8%
Substitutes (long-term)	50,000	50,000	9,059	18.1%	50,000	50,000	2,619	5.2%
Custodian overtime	16,240	16,240	928	5.7%	16,240	16,240	1,624	10.0%
Custodial services & supplies	33,308	33,308	11,972	35.9%	31,389	31,389	8,403	26.8%
Utilities (heat)	18,000	18,000	785	4.4%	18,000	18,000	39	0.2%
Utilities (electricity)	125,000	125,000	9,565	7.7%	100,000	100,000	20,843	20.8%
Utilities (telephones)	28,779	28,779	8,225	28.6%	32,000	32,000	5,582	17.4%
Special Education OOD tuition	50,350	68,490	14,504	21.2%	101,195	101,195	34,487	34.1%
General Supplies, Materials and some Contracted Services (SBM & new curriculum mat'ls)	194,880	194,880	73,757	37.8%	221,711	222,576	83,663	37.6%