



LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL
ADMINISTRATOR FOR BUSINESS AND FINANCE

October 12, 2013

To: Lincoln School Committee
Rebecca McFall, Superintendent of Schools
From: Buckner Creel, Administrator for Business and Finance
Subject: FY14 First Quarter Report

For Fiscal Year 2014, the Lincoln Public Schools received appropriations of \$10,044,597 for the Lincoln Campus. All financial obligations currently anticipated on the Lincoln Campus are expected to be met within the funds appropriated for FY14.

The Hanscom budget for FY14 was originally prepared based on providing services for the 550-599 pupil enrollment band (Band 3). Recognizing the likely enrollment for FY14 would be at the very top of Band 3, the staffing proposed in the budget required funding at a level within Band 4. The School Committee accepted the Superintendent's recommendation to increase the Hanscom budget allocation to \$11,429,569 to provide the funds for a staffing level to match the anticipated enrollment.

The administration submitted the September 30th enrollment report for certification by the 66th Airbase Group, and the exact contract-qualifying enrollment total of 603 is still being verified prior to acceptance by DODEA. The submitted pupil enrollment, if confirmed, will set the FY14 contract price for the 600-649 enrollment band (Band 4). As the DODEA contracting officer awarded the initial FY14 contract at the 550-599 enrollment band (Band 3), a verified enrollment of 603 will increase the contract to the Band 4 price by \$478,901, providing a contract allocation of \$11,738,143.

The Administration believes the funds currently allocated on the Hanscom Campus for FY14 are sufficient to meet the obligations currently anticipated. The additional receipts from the shift to Band 4 should be retained in the Hanscom Reserve to meet future needs.

Attached for your review is a report providing details of the current operating budget, year to date expenses and encumbrances as of October 5, 2013. At that date, approximately 10% of the school year and 25% of the fiscal year had elapsed. The report balances include payrolls through October 1, 2013, reflecting wages through September 20, 2013. 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

Last June, the School Committee approved the prepurchase of special education and collaborative assessments in the amount of \$114,040 to accomplish certain specific

purposes proposed by the Superintendent. The appropriate budget accounts have been adjusted to reflect the prepurchase program. Some of those funds were added to budget lines aggregated in the General Supplies category, and will be spent later in the year. This causes the FY14 burn rate for that category to reflect a reduced percentage over the FY13 equivalent category in the 1st Quarter.

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

Last June, the School Committee approved the prepurchase of special education and collaborative assessments in the amount of \$177,455 to accomplish certain specific purposes proposed by the Superintendent. The appropriate budget accounts have been adjusted to reflect the prepurchase program. Some of those funds were added to budget lines aggregated in the General Supplies category, and will be spent later in the year. As with the Lincoln Campus budget adjustments, this causes the FY14 burn rate for the General Supplies category on the Hanscom Campus to reflect a reduced percentage over the FY13 equivalent category in the 1st Quarter.

The \$1,700.02 “negative expense” in the heating utilities line is caused by a credit adjustment on the July Hanscom utilities bill for an overcharge in June, 2013.

The housing privatization program at Hanscom Air Force Base was successful, with the construction of new units and the renovation of older units essentially complete. The Base housing is approximately 98% occupied, and we are beginning to believe that the enrollment patterns of the past two years represent a true-steady-state condition.

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

Lincoln Campus
FY 2014 OPERATING BUDGET -- STATUS REPORT
1st Quarter
as of October 5, 2013

Expense Category	Original FY14 Operating Budget	Revised FY14 Operating Budget	Expended		Expended & Encumbered		% of total budget
			Amount	Percent	Amount	Percent	
School Committee	\$ 5,285	\$ 5,285	\$ -	0.0%	\$ 4,564	86.4%	0.05%
Personnel							
Administrator Salaries	\$ 820,254	\$ 820,254	\$ 175,958	21.5%	\$ 817,596	99.7%	8.17%
Professional Salaries (Teachers, Nurses, etc.)							
• Regular salaries	\$ 5,833,467	\$ 5,889,038	\$ 913,983	15.5%	\$ 5,808,800	98.6%	58.63%
• Stipends (leadership & mentoring)	\$ 197,345	\$ 197,345	\$ 25,046	12.7%	\$ 173,299	87.8%	1.96%
• Substitutes (daily & long-term)	\$ 105,000	\$ 105,000	\$ 14,287	13.6%	\$ 28,377	27.0%	1.05%
• Misc. Salaries (see note 1)	\$ 227,128	\$ 227,164	\$ 34,721	15.3%	\$ 87,220	38.4%	2.26%
Paraprofessionals Wages							
• Special Education Tutors	\$ 52,704	\$ 54,425	\$ 8,621	15.8%	\$ 54,299	99.8%	0.54%
• Instructional Assistants	\$ 179,425	\$ 179,425	\$ 12,883	7.2%	\$ 174,656	97.3%	1.79%
• Other paraprofessionals	\$ 66,892	\$ 66,892	\$ 7,193	10.8%	\$ 65,852	98.4%	0.67%
Support Staff							
• Secretaries	\$ 359,666	\$ 371,822	\$ 74,811	20.1%	\$ 351,388	94.5%	3.70%
• Facilities, Maintenance & Custodial Staff	\$ 431,041	\$ 431,242	\$ 99,522	23.1%	\$ 425,297	98.6%	4.29%
• Overtime	\$ 26,125	\$ 25,924	\$ 488	1.9%	\$ 488	1.9%	0.26%
Professional & Staff Development	\$ 51,338	\$ 51,338	\$ 8,587	16.7%	\$ 20,118	39.2%	0.51%
Supplies, Equipment & Services							
In-District Transportation	\$ 348,000	\$ 348,000	\$ 39,900	11.5%	\$ 348,000	100.0%	3.46%
Out of District Special Education Transportation	\$ 54,098	\$ 1,000	\$ -	0.0%	\$ -	0.0%	0.01%
Special Education Tuition (OOD & collaboratives)	\$ 272,924	\$ 222,465	\$ 4,631	2.1%	\$ 39,693	17.8%	2.21%
General Supplies and Materials							
• Textbooks	\$ 16,664	\$ 20,664	\$ 6,643	32.1%	\$ 12,605	61.0%	0.21%
• Other Published Materials	\$ 54,653	\$ 66,101	\$ 8,194	12.4%	\$ 17,715	26.8%	0.66%
• Durable Goods and Equipment	\$ 43,329	\$ 69,545	\$ 8,516	12.2%	\$ 16,259	23.4%	0.69%
• Consumable Supplies	\$ 116,316	\$ 116,663	\$ 21,921	18.8%	\$ 42,446	36.4%	1.16%
• Contracted Services	\$ 164,865	\$ 153,077	\$ 27,392	17.9%	\$ 63,913	41.8%	1.52%
Facilities & Maintenance							
• Utilities -- heat	\$ 186,000	\$ 186,000	\$ 622	0.3%	\$ 170,000	91.4%	1.85%
• Utilities -- electricity	\$ 198,000	\$ 198,000	\$ 29,483	14.9%	\$ 186,000	93.9%	1.97%
• Utilities -- water, sewer, telephones	\$ 28,622	\$ 28,622	\$ (2,048)	-7.2%	\$ 34,980	122.2%	0.28%
• Maintenance Services & Supplies	\$ 121,150	\$ 121,150	\$ 33,969	28.0%	\$ 80,140	66.1%	1.21%
• Custodial Services & Supplies	\$ 42,816	\$ 42,816	\$ 10,854	25.3%	\$ 12,238	28.6%	0.43%
Other expenses (see note 2)	\$ 41,490	\$ 45,340	\$ 8,924	19.7%	\$ 20,869	46.0%	0.45%
TOTALS (see note 3)	\$ 10,044,597	\$ 10,044,597	\$ 1,575,103	15.7%	\$ 9,056,812	90.2%	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 2014 OPERATING BUDGET -- STATUS REPORT
1st Quarter
as of October 5, 2013

Expense Category	Original FY14 Operating Budget	Revised FY14 Operating Budget	Expended		Expended & Encumbered		% of total
			Amount	Percent	Amount	Percent	
School Committee	\$ 4,300	\$ 4,300	\$ -	0.0%	\$ 3,735	86.9%	0.04%
Personnel							
Administrator Salaries	\$ 740,280	\$ 740,280	\$ 156,535	21.1%	\$ 740,125	100.0%	6.48%
Professional Salaries (Teachers, Nurses, etc.)							
• Regular salaries	\$ 5,952,431	\$ 5,955,427	\$ 915,628	15.4%	\$ 5,697,507	95.7%	52.11%
• Stipends (leadership & mentoring)	\$ 182,499	\$ 183,150	\$ 23,128	12.6%	\$ 152,393	83.2%	1.60%
• Substitutes (daily & long-term)	\$ 100,000	\$ 109,814	\$ 12,937	11.8%	\$ 54,551	49.7%	0.96%
• Misc. Salaries (see note 1)	\$ 35,496	\$ 57,124	\$ 8,520	14.9%	\$ 24,471	42.8%	0.50%
Paraprofessionals Wages							
• Special Education Tutors	\$ 401,486	\$ 398,467	\$ 43,703	11.0%	\$ 316,082	79.3%	3.49%
• Instructional Assistants	\$ 334,086	\$ 322,819	\$ 23,522	7.3%	\$ 281,060	87.1%	2.82%
• Other paraprofessionals ****	\$ 113,975	\$ 113,975	\$ 13,837	12.1%	\$ 113,456	99.5%	1.00%
Support Staff							
• Secretaries	\$ 334,831	\$ 342,631	\$ 72,626	21.2%	\$ 320,659	93.6%	3.00%
• Facilities, Maintenance & Custodial Staff	\$ 404,168	\$ 452,651	\$ 92,676	20.5%	\$ 402,789	89.0%	3.96%
• Overtime	\$ 16,240	\$ 16,240	\$ 1,870	11.5%	\$ 1,870	11.5%	0.14%
Professional & Staff Development	\$ 50,793	\$ 50,630	\$ 13,775	27.2%	\$ 21,033	41.5%	0.44%
Employee Benefits & Town Svcs	\$ 1,555,400	\$ 1,555,400	\$ 233,856	15.0%	\$ 1,456,000	93.6%	13.61%
Supplies, Equipment & Services							
In-District Transportation							
Out of District Special Education Transportation	\$ 122,714	\$ 124,914	\$ 57,207	45.8%	\$ 116,614	93.4%	1.09%
Special Education Tuition (OOD & collaboratives)	\$ 256,258	\$ 156,258	\$ 35,768	22.9%	\$ 86,524	55.4%	1.37%
General Supplies and Materials							
• Textbooks	\$ 17,175	\$ 21,310	\$ 1,842	8.6%	\$ 10,196	47.8%	0.19%
• Other Published Materials	\$ 73,883	\$ 81,623	\$ 19,247	23.6%	\$ 28,782	35.3%	0.71%
• Durable Goods and Equipment	\$ 80,006	\$ 108,096	\$ 19,905	18.4%	\$ 35,247	32.6%	0.95%
• Consumable Supplies	\$ 112,914	\$ 112,852	\$ 19,658	17.4%	\$ 42,205	37.4%	0.99%
• Contracted Services	\$ 168,922	\$ 146,745	\$ 20,005	13.6%	\$ 56,035	38.2%	1.28%
Facilities & Maintenance							
• Utilities -- heat	\$ 12,100	\$ 11,359	\$ (1,700)	-15.0%	\$ 8,300	73.1%	0.10%
• Utilities -- electricity	\$ 105,000	\$ 105,000	\$ 17,813	17.0%	\$ 105,000	100.0%	0.92%
• Utilities -- water, sewer, telephones	\$ 33,000	\$ 33,741	\$ 5,996	17.8%	\$ 33,741	100.0%	0.30%
• Maintenance Services & Supplies	\$ 146,727	\$ 146,727	\$ 18,813	12.8%	\$ 91,754	62.5%	1.28%
• Custodial Services & Supplies	\$ 34,550	\$ 34,550	\$ 8,079	23.4%	\$ 11,288	32.7%	0.30%
Other expenses (see note 2)	\$ 40,335	\$ 43,486	\$ 7,415	17.1%	\$ 16,154	37.1%	0.38%
TOTALS (see note 3)	\$ 11,429,569	\$ 11,429,569	\$ 1,842,661	16.1%	\$ 10,227,573	89.5%	

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 2014 Operating Budget -- Key Budget Line Tracking
1st Quarter
as of October 5, 2013

Budget line	FY13 Budget				FY14 Budget			
	original budget	revised budget	1Q \$\$ expended	1Q % expended	original budget	revised budget	1Q \$\$ expended	1Q % expended
Lincoln Campus								
Legal expenses	18,750	18,750	-	0.0%	18,250	22,100	928	4.2%
Substitutes (daily)	65,000	65,000	1,649	2.5%	65,000	65,000	2,639	4.1%
Substitutes (long-term)	40,000	40,000	8,692	21.7%	40,000	40,000	11,648	29.1%
Custodian overtime	18,125	18,125	1,471	8.1%	18,125	17,924	488	2.7%
Custodial services & supplies	39,789	39,789	11,320	28.5%	42,816	42,816	10,854	25.3%
Utilities (heat)	168,000	168,000	(61)	0.0%	186,000	186,000	622	0.3%
Utilities (electricity)	170,000	170,000	26,999	15.9%	198,000	198,000	29,483	14.9%
Utilities (telephones)	25,503	25,503	(2,316)	-9.1%	14,222	14,222	(2,552)	-17.9%
Special Education OOD tuition	238,504	238,504	23,329	9.8%	222,465	222,465	4,631	2.1%
General Supplies, Materials, School Technology and some Contracted Services (SBM & new curriculum mat'ls)	249,719	245,432	66,739	27.2%	227,135	265,091	48,247	18.2%
Hanscom Campus								
Legal expenses	15,700	15,700	-	0.0%	15,700	15,700	759	4.8%
Substitutes (daily)	50,000	50,000	4,154	8.3%	50,000	50,000	5,371	10.7%
Substitutes (long-term)	50,000	50,000	-	0.0%	50,000	59,814	7,566	12.6%
Custodian overtime	16,240	16,240	300	1.8%	16,240	16,240	1,870	11.5%
Custodial services & supplies	33,794	33,794	7,643	22.6%	34,550	34,550	8,079	23.4%
Utilities (heat)	18,000	18,000	210	1.2%	12,100	11,359	(1,700)	-15.0%
Utilities (electricity)	100,000	100,000	12,578	12.6%	105,000	105,000	17,813	17.0%
Utilities (telephones)	33,225	33,225	4,434	13.3%	24,000	24,741	3,836	15.5%
Special Education OOD tuition	159,908	159,908	17,674	11.1%	156,258	156,258	35,768	22.9%
General Supplies, Materials, School Technology and some Contracted Services (SBM & new curriculum mat'ls)	307,850	318,700	88,232	27.7%	286,658	309,911	54,524	17.6%