



LINCOLN PUBLIC SCHOOLS

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ADMINISTRATOR FOR BUSINESS AND FINANCE

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To: Lincoln School Committee
Becky McFall, Superintendent of Schools
From: Buckner Creel, Administrator for Business and Finances
Subject: Current status – FY21 Revolving Funds and Legacy Gift Account

General The District receives fees for certain programs and accounts for them in revolving funds (RF), as allowed by various Massachusetts General Laws. Revolving fund balances carry over from fiscal year to fiscal year. The current status of several revolving funds with projections for the balance of FY21 follows, along with several recommendations for School Committee consideration.

Considerations pertaining to Student Financial Assistance are affected by the Transportation and Athletic Revolving Funds. As a result, an interim report on the Legacy Fund Gift Account also follows.

Transportation Revolving Fund

Background The District charges fees for transporting 7th and 8th graders and all children living closer than 2 miles from the Lincoln School, according to the following schedule:

- First child \$275
- Second child \$200
- Third child \$100
- Family cap \$575

The fee schedule was set by the School Committee in February 2004, and has remained unchanged for the past fifteen years. No regular, daily bus services are provided at the Hanscom Schools, as the Base housing is within the 2-mile limit.

The District purchases bus services under the competitive contract with Doherty's using fees collected and appropriated funds. Each year the amount from the Transportation RF to be applied to the anticipated contract amount during the following year is set during the budget process. Accordingly, the amount from the RF to be applied to the FY21 transportation budget was set at \$30,000 in October 2020 based on the RF balance which included anticipated FY21 transportation fee receipts.

Participation Statistics on school bus ridership for FY21 follow on the next page.

Transportation Revolving Fund -- Ridership					
	Paid in Full*	Reduced Fee	Full Fee Waiver	Eligible at No charge	Total
K-6 >2 miles	0	0	0	110	110
K-6 <2 miles	10	0	11	0	21
7 th & 8 th Grade	26	1	11	0	38
Total	36	1	22	110	169

*Prorated fees were paid by some students who began riding the bus after the start of the school year.

Current fund status All fee revenues for FY21 have been received.

Transportation Revolving Fund	
FY21 beginning balance	\$147,166.16
FY21 fee receipts	\$26,400.15
FY21 transfer from appropriated budget to reimburse financial assistance	\$5,931.25
Total projected revenue	\$32,331.40
FY21 bus transportation	\$21,831.00
FY21 refunds and program supplies	\$134.52
Total projected expenses	\$21,965.52
Anticipated ending fund balance	\$157,532.04
Reserved for FY22 budget	\$30,000
Anticipated available ending balance	\$127,532.04

Financial assistance in the amount of \$5,931.25 was provided for 23 students in FY21; this amount is shown as a transfer from the appropriated budget. Financial assistance was comprised of 21 students who were eligible because of their participation in the Free and Reduced Lunch Program and received a full fee waiver and one student who applied for Financial Assistance, who received a 75% waiver. One received a 100% fee waiver because they are the fourth student in the same family.

Total amount of financial assistance:

19 students with full fee waivers @\$275 each (Single student in family)	= \$ 5,225.00
2 students with full fee waivers @\$200 each (2 nd student in family)	= \$ 400.00
1 student with full fee waivers @\$100 each (3 rd student in family)	= \$ 100.00
1 student with 75% waiver @\$206.25	= \$ 206.25
TOTAL	= \$ 5,931.25

Recommend that no change be made to the current fee structure for FY21.

Athletics Revolving Fund

Background The District charges fees for participation in the interscholastic athletics program at the Lincoln School. The fee charged was reduced from \$200 per sport per season to \$175 per sport per season for school year 2012-2013. Sports offered are:

- Fall Season – Cross Country (Coed), Field Hockey (Girls) and Soccer (Boys & Girls)
- Winter Season – Basketball (often four teams, Boys A & B, Girls A & B. This school year, two Boys and two Girls teams could be fielded)
- Spring Season – Baseball (boys), Softball (Girls), Tennis (Coed)

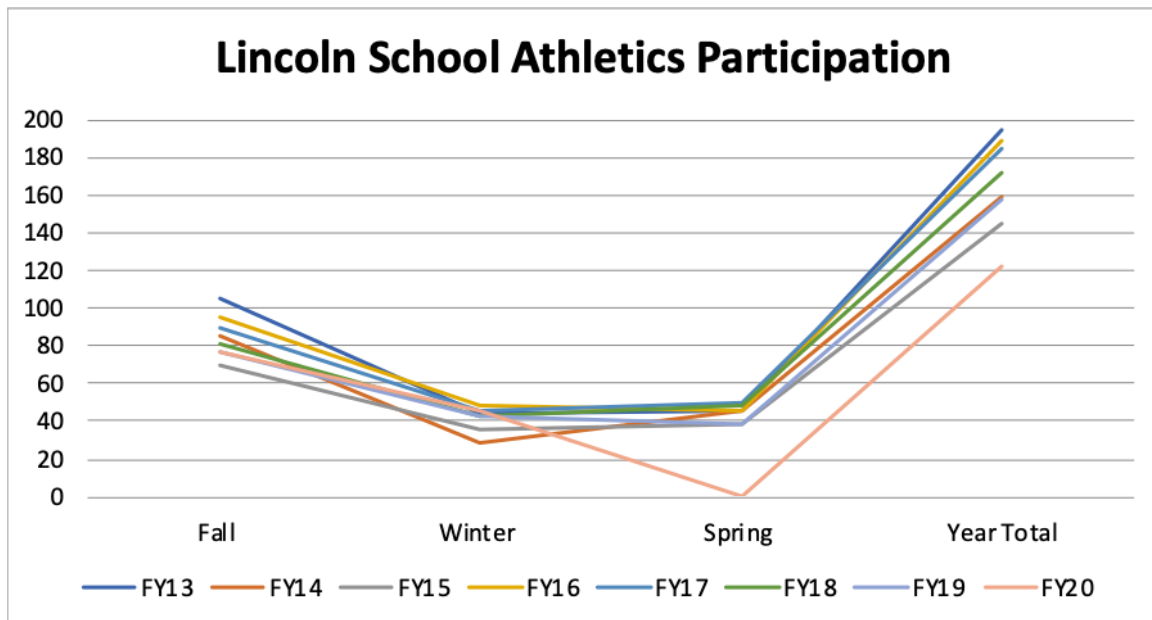
A smaller but similar suite of sports is offered at the Hanscom Middle School, but no fees are charged. The cost of the Hanscom athletic program is covered by the DoDEA contract.

The District operates the athletic program using fees collected, Lincoln appropriated funds of approximately \$20,000, and funds allocated from the Hanscom contract. Expenses include the cost of bus transportation, equipment and supplies, official/referee fees, and stipends for coaches and the Athletic Director. Only the Director stipend is split between campuses; the other program expenses are charged to campus-specific accounts. The Athletic RF supports only the Lincoln School program.

Participation

Athletic Revolving Fund -- Participation				
	Paid in Full	Reduced Fee	Full Waiver	Total
Fall Season	0	0	0	0
Winter Season	0	0	0	0
Spring Season	0	0	0	0
Total	0	0	0	0

As shown in the graph below, the participation in the last three years returned to a historically-typical level.



Current fund status The status of the fund is shown on the next page. The Spring season was cancelled due to COVID-19.

Athletics Revolving Fund	
FY21 beginning balance	\$9,478.03
FY21 fee receipts Fall, Winter & Spring seasons	\$0.00
FY21 transfer from appropriated budget to reimburse financial assistance (pending)	\$0.00
Total projected revenue	\$0.00
FY21 bus transportation	\$0.00
FY21 stipends (director and coaches)	\$0.00
FY21 refund of player fee	\$0.00
FY21 program dues, supplies & equipment	\$0.00
FY21 official/referee fees	\$350.00
(less FY21 COVID adjustment)	\$0.00
Total projected expenses	\$350.00
Anticipated available ending balance	\$9,128.03

No financial assistance was provided to student athletes during the school year.

Recommendation The anticipated available balance at the end of FY21 is essentially equal to the fund balance at the beginning of FY21, as no sports programs were conducted due to the COVID protocols.

Year	Total participation
FY15	145
FY16	190
FY17	185
FY18	172
FY19	158
FY20	122

Recommend that no change be made to the current fee structure for FY21.

Lincoln After School Music Program (LASMP) Revolving Fund

Background The District provides after-school music lessons on both campuses, according to the following schedule:

- 33 lessons @ 30 minutes is \$1,006.50 (\$30.50 per lesson)
- 33 lessons @ 45 minutes is \$1485.00 (\$45.00 per lesson)
- 33 lessons @ 60 minutes is \$1936.50 (\$59.50 per lesson)
- \$35 registration fee for each student.

Lessons may be private, semi-private or quartet lessons, so a variety of options are available to match parent requests. This year, approximately 1,869 virtual lessons were given, down from 3,291 in FY20.

The District contracts with area music teachers to provide instrument lessons after school using fees collected; no appropriated or allocated funds support this program. The LASMP revolving fund operates on an annual basis, and requires only a modest balance to sustain operations. Expenses include the teacher wages, a stipend for the director and a small amount for miscellaneous program expenses. The intent of the fee structure is to pay the Director stipend through a \$1.50 surcharge on each lesson. This surcharge has remained constant over the past twelve years while the Director stipend has increased with successive teacher contracts. The teacher rate was set at \$58.00 per hour for FY21.

Participation This year, 67 students were enrolled for private and semi-private lessons through LASMP. Hanscom Beginner Classes did not run due to COVID restriction.

Current fund status All lesson revenues for FY21 have been received.

LASMP Revolving Fund	
FY21 beginning balance	\$8,855.18
FY21 registration fee -- 67 students @ \$35	\$2,412.00
FY21 Director surcharge -- \$1.50 per lesson hour	\$2,803.50
FY21 lesson fee receipts -- collected to-date	\$63,376.25
FY21 lesson fee receipts -- outstanding bills	\$0.00
Total projected revenue	\$68,591.75
FY21 Director stipend	\$8,436.00
FY21 music teacher wages	\$60,580.50
FY21 transfer to operating budgets (pending)	(\$3,000.00)
FY21 program supplies & piano tuning	
FY21 refunds to parents for unused lessons	\$2,673.50
Total projected expenses	\$68,690.00
Anticipated available ending balance	\$8,756.93

Recommendation. We recommend that no additional change beyond those made at the start of this year be made to the current fee structure for FY22.

School Lunch Fund

Background The District serves lunches under the National School Lunch Program at three locations. Meal revenues are as follows:

- Full price lunch \$3.00 + \$0.445 State & Federal reimbursement
- Reduced price lunch \$0.40 + \$3.135 State & Federal reimbursement
- Free lunch \$0.00 + \$3.535 State & Federal reimbursement

The meal price was last increased, to \$3.00 in FY10. Through the efforts of our Food Service Director and her staff, we now qualify for an additional \$.07 reimbursement per meal (included in the rates above). The Food Service consultant who conducted a program review in 2009 recommended maintaining a fund balance equal to a three-month operating budget, or \$60-65,000 at the time. The School Lunch Fund operates as a revolving fund, and has normally received revenues of over \$260,000 each year in the past.

Participation

School Lunch Fund – FY21 Participation			
	FY21 average monthly attendance	FY21 total meals	FY21 Participation %
Brooks	0	0	0
Smith	496	17,192	26.46%
Hanscom	485	34,276	46.82%
Total	1,051	60,397	36.64%

Current YTD fund status, as of the end of May report projected to the end of June:

School Lunch Fund	
FY21 beginning balance	\$73,195.58
FY21 sales to students	
breakfast	\$0.00
lunch	\$0.00
a la carte	\$0.00
FY21 other sales	\$111.09
FY21 interest income	\$23.25
FY21 State & federal reimbursements	\$171,931.03
FY21 sales tax	(\$7.55)
Total projected revenue through 30 Jun 20	\$172,057.82
FY21 food & paper costs	\$33,159.86
FY21 labor	\$132,065.99
FY21 equipment	
FY21 other	\$6,453.79
Expense transfer to operating budgets	\$0.00
Expense transfer to Meal Assistance Fund	\$0.00
Total projected expenses through 30 Jun 20	
	\$171,679.64
Anticipated available ending balance	\$73,573.76

Discussion

- Currently, the uncollected balance of fees owed is projected to be \$0.00 by the end of the week, across all schools.
- Besides the closure of the schools caused by COVID, the change in lunch/recess policy continues to negatively impact participation in the Brooks regular meal program. Some adjustments in the entrée portion size and bread/grain servings have been increased, to the extent allowable, and the “Grab’n’Go” program seems to have been positively received.
- More importantly, the Department of Defense Fresh Produce Program has provided a range of fruit and vegetables which continue to be very popular with students as well as cost-effective. In FY21, approximately \$10,000 in free, fresh produce was received for both campuses.

Recommendation As the School Lunch Fund ending balance is anticipated to be close to the suggested range, the recommendation is that no change be made to the current meal prices for FY22.

The current nationwide waiver provides for reimbursement for all qualifying meals served during the 2021-2022 school year, as it did this year. This essentially means that we will collect no funds for meals next year, relying upon the School Lunch Program payments from the federal and Commonwealth governments.

Federal regulations under the rubric “Equity in Meal Pricing” set an average meal price threshold of \$2.92 for FY19, and \$3.09 for FY20, so if it appears that the free lunch payments will end in June 2022, during the coming year we will examine the need for a meal price increase to start in FY23, and monitor the meal prices in our comparable towns.

Legacy Fund Gift Account

The Legacy Fund Gift Account was established to provide a mechanism to manage gifts in support of the School Committee’s policy on financial assistance. The current account status follows.

Legacy Fund Gift Account	
FY21 beginning balance	\$4,905.38
FY21 gifts	
PTO gift on behalf of Class of 2020	\$0.00
Firm gift	\$100.00
Parent Gift	\$0.00
Xtra parent contribution for MOS trip	\$0.00
transfer of remaining balances	\$0.00
Total projected revenue	\$100.00
7th Grade Sargent Camp overnight trip -- actual	\$0.00
FY21 Instrument rental (see note)	\$0.00
FY21 Bus transportation (see note)	\$0.00
8 th Grade Washington DC overnight trip – preliminary	
transfer to appropriated budget	
Total projected expenses	\$0.00
Anticipated available ending balance	\$5,005.38

Discussion Following the School Committee guidance given at the end of FY12, the financial assistance required by parents for bus transportation was absorbed by the Transportation Revolving Fund or by the Appropriated Budget. Through research we learned that the Friends of Lincoln Music Gift Account was created for several purposes, one of which is to provide financial assistance for instrument rental. Because of COVID, no requests for financial assistance for instrument rental were made in FY21, so none were met by the Friends of Lincoln Music Gift Account.

The balance of the Legacy Fund this year was sufficient to meet the anticipated low level of financial assistance requests (which turned out to be none), and the cancellation of this year’s DC trip due to the COVID pandemic eliminated any requirement for financial support. The balance at the end of the current fiscal year may be sufficient to meet the anticipated financial assistance needs in the next school year.

Recommendation Encourage the Class of 2021 to donate any remaining balances in their accounts to the Legacy Fund, as other classes have done in past years. Alert the Lincoln 5-8 principal and Class of 2022 to the continued low balance.