
INTEROFFICE MEMORANDUM

TO: ELLIOTT LANDON
SUPERINTENDENT
FROM: ELIO LONGO, JR. 
DIRECTOR OF SCHOOL BUSINESS OPERATIONS
SUBJECT: DECEMBER QUARTERLY REPORT
DATE: JANUARY 23, 2014
CC: F. MEILAN, BUDGET FILE

Attached is the December Quarterly Report for the 2013-14 fiscal year which reflects a potential fund shortfall of \$1,039,342 through the end of the year. The potential deficit represents a 0.998% budget variation to the \$104,181,513 Board of Education adopted 2013-2014 budget.

The potential deficit can be attributed entirely to the projected shortfall in account 210 (Health Insurance); estimated at this time to be \$1,481,300. (Approximately half of the projected health insurance deficit can be offset by using the entire Health Insurance Fund beginning cash balance of \$799,991). All other accounts indicate at this time a cumulative favorable variance in total of \$441,958; reducing the total potential deficit to \$1,039,342. Of the \$441,958 favorable variance we have set aside \$240,000 to address the insurance reserve fund potential cash deficit. This leaves approximately \$200,000 of favorable variance to address unfavorable account variances experienced during the second half of the fiscal year.

You will note that we have completed 6 of the 12 months of the fiscal year with six months of school expenditures left in the year. This means that many of our expenditure projections continue as preliminary. The differences between the "Adopted Budget" column and the "Adjusted Budget" column reflect the administrative transfers made within each "line item" of the budget as the year has progressed and specific expenditures have been modified.

We encumber salaries for all full time employees and expenditures for anticipated purchases. Those encumbrances and expenditures account for 95.8% of the total budget. Actual expenditures made to date are 50.2% of total budget with encumbrances representing 45.6% of total budget. The remaining 5.2% of the budget projection represents my best estimate of expenditures to be made during the six months remaining in the fiscal year.

The greatest unknowns at this time are the projected substitute and overtime costs (objects 150 – 156) through the end of the year. I am currently projecting a deficit of \$390,307 in this account grouping. These accounts have the highest rate of volatility since staff attendance, workers compensation injuries, overtime, illness, and pregnancy cannot be definitively estimated. A review of the prior three years' actual expenditure data for Account 154 (Long Term Subs) reveals the need for a year-end transfer to offset a potential shortfall. The average yearly expenditure for the past three years was \$476,589. At this time I am projecting a year-end surplus in object code 102 (Regular Ed Teachers) in the amount of \$414,625 which can partially be applied as a transfer offset to account 154 (Long Term Subs). Similar intra-year/end-of-year transfers were used in past years to address shortfalls.

The final cost of heating fuel (natural gas & oil) and electricity, which creates a potential fund balance of \$334,127, is still an unknown since the total projections are based on consumption through November. The final fund balances depend on our actual natural gas and electricity consumption which will be impacted by the winter/spring temperatures and the extended use of our buildings. At this time we have reserved \$200,000 of projected heating fuel and electricity fund balance as an offset to account 210 (Health Insurance) overrun; part of the \$240,000 set aside.

Listed below is a summary of the Line Item projected balances:

LINE ITEM	PROJECTED BALANCE
Total Salaries	\$112,631
Total Benefits	(\$1,483,428)
Total Purchased Services	(\$6,674)
Total Property Services	\$348,918
Total Other Purchased Services	(\$10,446)
Total Supplies and Materials	-
Total Equipment	-
Total Other	(\$342)
Projected Balance (Deficit)	(\$1,039,342)

I welcome the opportunity to review this projection with you.

WESTPORT PUBLIC SCHOOLS
Quarterly Financial Report
December 31, 2013

2010-2011 Year-End Expense	2011-2012 Year-End Expense	2012-2013 Year-End Expense	Object Code	Descriptions	2013-2014 ADJUSTED BUDGET	2013-2014 ENCUMBERED TO DATE	2013-2014 EXPENDED TO DATE	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE
4,696,596	4,715,778	4,825,475	100	Certified Administrators	5,027,360	4,842,360	2,239,950	2,449,904	99,467	4,789,021
1,630,106	1,588,688	1,619,710	101	Directors	1,646,983	1,646,983	802,290	847,189	1	1,649,480
19,634,918	20,552,344	21,324,451	102	Reg Ed Teachers	22,492,282	12,175,697	9,759,562	138,398	22,077,657	(2,497)
10,427,359	10,625,691	10,834,081	103	Special Area Teachers	11,353,155	6,237,216	5,004,028	21,597	11,262,841	414,675
2,850,791	2,802,386	3,143,981	104	Support Teachers	3,231,878	1,808,094	1,431,294	9,733	3,249,121	90,314
213,558	266,096	165,289	105	Curri/Instr Resource	166,540	166,540	92,589	68,716	5,235	166,540
840,380	869,793	895,681	107	Library/Media Teachers	919,778	919,778	487,452	397,560	1,846	886,858
1,319,820	1,345,175	1,367,787	108	Guidance	1,405,360	1,405,360	716,078	634,887	(225)	1,350,741
3,668,945	3,926,457	4,050,464	109	Special Ed Teachers	4,266,325	2,153,254	1,850,829	236,510	4,240,594	25,731
1,490,692	1,505,565	1,573,222	110	Psychologists	1,650,142	1,650,142	893,974	727,302	1	1,621,277
276,427	284,481	289,777	113	Social Workers	295,709	295,709	165,719	129,646	0	295,365
979,991	1,049,355	1,086,749	114	Speech/Hearing Therapists	1,163,328	1,163,328	596,509	515,896	18,335	344
129,653	126,764	141,085	115	Staff Dev/Leadership	149,561	149,561	73,313	60,968	15,280	149,561
491,549	502,603	658,790	116	Extra-Curricular	613,478	613,478	1305	81,763	530,410	613,478
11,400	-	-	117	Chaperones	-	-	-	-	-	-
495,802	509,385	384,453	118	Coaches/Internal/Interscholastic	570,315	570,315	783	169,229	400,903	570,315
235,238	244,160	199,936	119	Curriculum Work/Other	231,197	231,197	-	-	88,087	231,197
\$ 49,393,725	\$ 50,916,721	\$ 52,650,936		Sub-Total Certified Salaries	\$ 55,483,391	\$ 54,998,391	\$ 28,448,222	\$ 24,271,834	\$ 1,564,679	\$ 54,284,786
990,133	933,247	1,014,408	120	Support Supervisors	1,044,840	1,044,840	569,191	665,056	2	1,234,249
2,369,775	2,433,399	2,256,460	121	Secretaries	2,320,696	2,320,696	1,077,719	1,239,839	3	2,317,561
1,645,091	1,655,029	1,702,659	122	Paraprofessionals	1,757,173	1,757,173	930,229	810,597	13,557	1,762,983
2,062,322	1,369,724	2,040,958	123	Sped Paraprofessionals	2,153,853	2,153,853	1,131,878	1,055,077	29,991	2,216,946
2,382,972	2,454,511	2,541,919	124	Custodians	2,573,213	2,573,213	1,155,878	1,326,531	121,421	(63,093)
499,618	510,149	530,818	125	Maintainers	541,321	541,321	254,450	274,635	12,088	2,603,830
726,987	775,844	794,630	126	Nurses	818,958	818,958	428,598	362,756	21,831	538,172
188,480	189,186	198,908	127	Nurses Aides	205,037	205,037	110,079	88,504	6,066	813,185
482,105	515,588	515,588	128	Technology Assistants	530,333	530,333	245,641	285,314	(1)	580,954
55,348	57,876	61,779	129	Security Aides	63,591	63,591	33,310	30,282	(0)	63,591
185,117	201,488	245,838	130	Bus Monitors	197,000	197,000	-	108,126	141,874	-
181,048	183,197	196,032	131	Athletics	192,000	192,000	88,631	85,570	17,799	250,000
110,820	125,233	110,196	133	Other	118,559	118,559	64,008	53,505	1	117,514
361,609	374,386	404,898	135	Occupational Therapists	405,775	405,775	248,252	215,554	0	463,807
146,502	148,266	157,240	136	Physical Therapists	152,162	152,162	84,962	75,146	(0)	(56,032)
\$ 12,492,127	\$ 12,745,330	\$ 13,074,511		Sub-Total Non-Certified Salaries	\$ 13,259,511	\$ 13,074,511	\$ 6,429,454	\$ 6,676,493	\$ 364,232	\$ 13,470,178
										\$ (210,667)

WESTPORT PUBLIC SCHOOLS
Quarterly Financial Report
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2010-2011 Year-End Expense	2011-2012 Year-End Expense	2012-2013 Year-End Expense	Object Code	Descriptions	2013-2014 ADOPTED BUDGET	2013-2014 ADJUSTED BUDGET	2013-2014 ENCUMBERED TO DATE	2013-2014 EXPENDED TO DATE	ESTIMATED ADJUSTMENTS	PROJECTED TO EOY	BALANCE AVAILABLE
83,025	84,181	87,195	411	Water/Sewer	\$ 86,000	\$ 86,000	\$ 43,305	\$ 46,760	-	\$ 88,065	(2,065)
1,934,775	1,774,810	1,649,123	413	Electricity	\$ 1,872,461	\$ 1,872,461	\$ 754,388	\$ 913,602	-	\$ 1,667,790	204,671
939,664	817,686	825,247	414	Natural Gas	\$ 1,019,000	\$ 1,019,000	\$ 725,827	\$ 161,300	-	\$ 87,127	131,873
19,481	20,188	22,691	415	Heating Oil	\$ 21,000	\$ 21,000	\$ 18,294	\$ 5,123	0	\$ 23,417	(2,417)
505,069	440,929	398,640	421	Contracted Maintenance	\$ 508,432	\$ 496,637	\$ 180,722	\$ 301,329	26,381	\$ 508,432	(11,795)
551,204	450,718	418,011	431	Building Maintenance	\$ 269,500	\$ 331,468	\$ 31,257	\$ 238,242	1	\$ 269,500	61,963
209,275	229,639	197,421	432	Grounds Maintenance	\$ 165,000	\$ 170,589	\$ 43,680	\$ 96,800	24,520	\$ 165,000	5,589
84,490	86,790	66,585	433	Repair Equip (Instructional)	\$ 88,955	\$ 89,410	\$ 9,188	\$ 31,006	48,750	\$ 88,955	455
66,276	49,606	56,243	434	Repair Equip (Non-Instructional)	\$ 50,200	\$ 49,745	\$ 3,040	\$ 18,219	28,942	\$ 50,200	(455)
63,975	543,673	555,567	435	Building Projects	\$ 136,700	\$ 135,675	\$ 18,740	\$ 116,935	1,025	\$ 136,700	(1,025)
105,240	30,250	30,946	436	Grounds Projects	\$ 136,470	\$ 125,537	\$ 49,075	\$ 76,461	10,934	\$ 136,470	(10,933)
105,570	80,961	203,728	437	Restore/Prevent Maintenance	\$ 339,300	\$ 330,668	\$ 2,590	\$ 296,378	40,332	\$ 339,300	(8,652)
190,598	184,438	184,124	440	Equip Rentals & Copiers	\$ 220,000	\$ 220,000	\$ 102,905	\$ 92,379	7,850	\$ 203,144	16,836
14,869	14,405	14,599	450	Gas/Travel Maintenance	\$ 15,400	\$ 15,400	\$ 8,688	\$ 9,485	1,227	\$ 15,400	-
225,423	226,357	185,203	451	Custodial Supplies	\$ 226,000	\$ 226,000	\$ 29,000	\$ 196,794	206	\$ 226,000	(29,157)
248,036	262,176	241,880	452	Maintenance Supplies	\$ 190,000	\$ 210,833	\$ 2,500	\$ 123,956	113,544	\$ 240,000	(6,000)
74,762	79,970	71,125	490	School Security	\$ 125,000	\$ 69,000	\$ 758	\$ 60,003	14,239	\$ 75,000	(14,239)
\$ 5,421,712	\$ 5,376,787	\$ 5,222,229		TOTAL PROPERTY SERVICES	\$ 5,469,418	\$ 5,469,418	\$ 2,021,757	\$ 2,780,771	\$ 317,971	\$ 5,120,500	\$ 348,918
2,499,365	2,604,142	2,692,629	510	Transportation - Regular	\$ 2,789,687	\$ 2,789,687	\$ -	\$ 2,748,850	\$ 5288	\$ 2,754,138	35,549
488,143	520,358	566,676	511	Trans-Spec Ed-Internal	\$ 582,223	\$ 582,223	\$ 23,248	\$ 547,293	\$ 570,540	\$ 11,683	(0)
123,811	116,564	94,284	512	Trans-Spec Ed-Public	\$ 119,700	\$ 119,700	\$ 73,254	\$ 51,700	(5,254)	\$ 119,700	-
209,115	184,914	210,945	513	Trans-Spec Ed-Private	\$ 273,000	\$ 273,000	\$ 174,033	\$ 147,780	(48,812)	\$ 273,000	-
24,556	24,939	24,994	516	Trans-Field Trips	\$ 38,470	\$ 38,470	\$ 6,339	\$ 9,737	22,334	\$ 38,470	1,423
249,735	338,953	282,115	517	Gasoline-Buses	\$ 343,467	\$ 343,467	\$ 205,229	\$ 90,829	5,000	\$ 301,058	42,409
920	-	518	Trans-Alternative Ed	\$ 5,000	\$ 5,000	\$ -	\$ -	1,000	\$ 1,000	-	(10,025)
11,879	-	519	Trans-Vocational Tech	\$ 6,000	\$ 6,000	\$ -	\$ -	-	-	\$ 6,000	-
154,820	162,490	155,426	520	Property Insurance	\$ 200,000	\$ 200,000	\$ 45,633	\$ 124,107	(0)	\$ 169,740	30,260
12,962	13,385	14,366	521	Flood Insurance	\$ 15,000	\$ 15,000	\$ -	\$ 11,372	\$ 11,372	\$ 11,372	3,678
254,535	256,455	303,335	523	Liability Insurance	\$ 325,000	\$ 325,000	\$ 134,528	\$ 146,543	45,480	\$ 326,551	(1,551)
26,825	33,639	48,500	529	Athletic Insurance	\$ 50,000	\$ 50,000	\$ -	\$ 60,625	(600)	\$ 60,025	(6,000)
425,362	445,256	476,555	530	Communication Systems	\$ 585,202	\$ 585,202	\$ 56,680	\$ 414,984	113,528	\$ 585,202	-
56,543	55,023	30,410	535	Postage	\$ 45,000	\$ 45,000	\$ 21,711	\$ 20,839	-	\$ 42,550	2,450
107,278	86,677	106,194	540	Advertising	\$ 115,000	\$ 115,000	\$ 78,034	\$ 24,228	7,738	\$ 110,000	5,000
31,777	30,855	46,070	550	Printing	\$ 37,315	\$ 35,815	\$ 9,256	\$ 11,514	19,045	\$ 39,815	(4,000)
2,046,523	1,959,196	1,729,412	560	Tuition-Public	\$ 1,900,000	\$ 1,900,000	\$ 719,754	\$ 1,473,693	(293,457)	\$ 1,900,000	-
33,541	41,163	34,719	563	Tuition-Court & Agency Priced	\$ 100,000	\$ 100,000	\$ 51,059	\$ 41,539	7,402	\$ 100,000	-
51,192	52,282	52,282	565	Tuition-Alternative Ed	\$ 56,000	\$ 56,000	\$ 44,290	\$ 7,190	-	\$ 51,480	4,520
282,958	493,191	355,500	567	Tuition-Litigation	\$ 300,000	\$ 300,000	\$ 139,400	\$ 153,100	157,800	\$ 450,000	(150,000)
23,070	16,679	22,150	569	Tuition-Summer Programs	\$ 25,000	\$ 25,000	\$ -	\$ 20,799	20,799	\$ 20,799	4,201
33,733	50,502	32,073	580	Staff Travel/Mileage	\$ 50,500	\$ 50,500	\$ 15,577	\$ 12,477	18,487	\$ 46,570	4,007
\$ 7,147,233	\$ 7,487,583	\$ 7,276,534		TOTAL OTHER PURCH SERVICES	\$ 7,961,564	\$ 7,961,564	\$ 1,797,771	\$ 6,119,201	\$ 55,038	\$ 7,972,010	\$ (10,446)

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\$40,644	\$23,406	\$14,905	611	Supplies-Instructional	890,975	929,659	658,101	141,149	890,975	38,664
516,650	540,230	527,755	612	Software	626,457	624,767	46,862	45,204	626,457	(1,690)
119,937	153,302	122,397	613	Tech Supplies	109,000	109,000	7,734	22,261	109,000	-
29,749	31,966	30,715	615	Graduation Expenses	36,856	36,856	7,752	29,105	36,856	-
472,392	447,010	440,072	641	Textbooks	676,219	633,519	63,762	442,637	669,800	(42,700)
146,707	141,920	131,530	642	Library Books & Periodicals	141,628	139,878	47,008	61,125	33,495	141,628
22,772	10,407	9,870	643	A/V Materials	18,756	21,506	3,398	11,710	3,647	(1,750)
152,984	149,596	151,865	690	Non Instructional Supplies	187,020	191,746	43,304	88,403	55,312	2,750
22,852	25,471	18,222	691	Health Supplies	30,000	30,000	6,746	9,245	14,008	4,726
\$ 2,324,687	\$ 2,323,388	\$ 2,247,319		TOTAL SUPPLIES AND MTL'S.	\$ 2,716,911	\$ 2,716,911	\$ 318,292	\$ 1,884,638	\$ 513,982	\$ 2,716,911
41,261	57,333	54,028	731	Equip-New Instructional	75,142	74,627	19,946	43,933	10,749	74,628
9,835	18,769	36,968	732	Equip-New Non Instructional	34,965	34,965	-	22,955	12,010	34,965
29,485	14,673	10,054	733	Equip-Replace Instructional	15,120	16,635	1,349	7,839	7,446	-
28,624	18,429	29,078	734	Equip-Replace Non Instructional	28,292	28,292	-	18,344	9,948	1,634
40,969	36,295	35,765	735	Furniture	76,851	76,851	17,707	45,113	14,041	28,292
810,219	946,575	994,903	736	Tech Equip-Instructional	1,033,070	1,033,070	297,280	724,267	11,522	1,033,070
45,691	39,689	56,948	737	Tech Equip-Non Instructional	37,372	37,372	-	34,470	2,902	37,372
\$ 1,006,084	\$ 1,131,743	\$ 2,217,753		TOTAL EQUIPMENT	\$ 1,301,822	\$ 1,301,822	\$ 336,283	\$ 896,921	\$ 68,618	\$ 1,301,822
71,817	81,535	75,492	830	Dues & Fees	87,268	86,925	3,740	65,124	18,404	87,268
28,070	22,368	21,517	811	Student Act & Awards	28,740	29,083	12,130	6,345	10,607	(343)
355,872	362,511	366,537	812	Student Athletics	376,491	376,491	208,544	156,624	11,323	1
\$ 455,759	\$ 466,354	\$ 463,546		TOTAL OTHER	\$ 492,499	\$ 492,499	\$ 224,414	\$ 228,084	\$ 40,333	\$ 492,841
\$ 95,796,003	\$ 98,095,420	\$ 100,226,554		GRAND TOTAL	\$ 104,181,513	\$ 104,181,513	\$ 47,543,615	\$ 52,285,042	\$ 5,392,157	\$ 105,220,855
										\$ (1039,342)