

## Business Coordinator Report

### BOE Meeting August 30, 2021

At this very busy time of year my most important tasks include closing out our 2020-2021 fiscal year, working on the CSDE annual financial report, preparing for our annual financial audit, processing new hire paperwork and setting up payroll and deductions for the 2021-2022 school year.

Looking at our year end budget versus actuals, you will get a feel for the significant changes we experienced between the time we created the 2020-2021 budget and the end of the 2020-2021 school year. I will point out the most notable areas of change.

1. Rather than using a contractor, we hired our own speech and language pathologist moving costs into account (104) Certified Staff from (335) Speech and Hearing Services.
2. Several activities did not take place this year including summer school, Nature's Classroom, after school clubs and extended curriculum development. These savings are reflected in (109) Other Certified.
3. Four paraprofessionals resigned and only two were replaced. As a direct result of Covid 19 the working hours for one paraprofessional were reduced from full time to 2 hrs/day for the course of the school year. These savings are reflected in account (111) Paraprofessionals
4. Savings in the (200) Benefits series were due to changes in staffing levels and personal insurance election changes.
5. Housekeeping expenses and our two air conditioning units are reflected in (400) Purchased Property Services
6. Variances in the (500) Other Purchased Services were due to no transportation for field trips, transportation and tuition for a second outplaced special education student, and tuition for new students attending the STEM magnet school.
7. Our (600) supply lines were affected by the high cost of heating fuel, a lower than anticipated diesel fuel usage combined with a lower than anticipated cost per gallon, while other supply lines were reduced by Covid-19 funding.
8. Our School Readiness funding increased by \$37,800. To offset the lack of students attending prekindergarten due to Covid 19, the state funded our program as if it were full rather than funding for filled student slots only. The increase in School Readiness funding allowed us to carry balances of other grants into 2021-2022 as well as reduce the prekindergarten costs charged to the board of education 2020-2021 budget.

We are requesting two transfers:

1. \$62,000 from (300) Purchased Professional Services to (500) Other Purchase Services
2. \$10,000 from (200) Benefits to (400) Purchased property services

Respectfully submitted,  
Sally Lehoux