

Hanover Public Schools

Matthew Ferron
Superintendent of Schools

Deborah St. Ives
*Assistant Superintendent
for Curriculum & Instruction*



Keith Guyette
Director of Student Services

Thomas Raab, Ed.D.
*Assistant Superintendent
for Business & Finance*

MEMORANDUM

To: Hanover School Committee
From: Thomas R. Raab, Assistant Superintendent for Business and Finance
Cc: Matthew A. Ferron, Superintendent
Date: June 18, 2019
Re: FY 2019 Budget Closeout Report

Please find attached the FY 2019 budget summary as of June 14, 2019. As we near the end of the fiscal year I wanted to provide the School Committee with a snapshot of where we are today. The Business Office continues to process invoices and manage anticipated encumbrances; however, I feel that our final numbers on June 30, 2019 will be close to this estimate. Having said that, invoices continue to come in for the next few weeks and we have a minimal amount of funds to cover unanticipated expenses.

In the report you will notice that many of the Regular Education salary lines are negative and Special Education salary lines are positive. At this point in the year all of these salary accounts should be approaching zero. There are two reasons for this anomaly. There are a few Special Education teachers incorrectly being paid out of Regular Education salary lines. In addition, all of our Long Term Subs are paid out of Regular Education Long Term Sub lines. Those that are Special Education should have been paid out of appropriate Special Education Long Term Sub lines. These situations are easy to fix and will be adjusted by the end of the fiscal year. I will provide the School Committee with a final summary once it's completed.

Note on the bottom of page two, the previously approved transfer of \$75,990 from the Special Education Reserve account has been added to our budget and more specifically to the Special Education Transportation Expense Line. The chart below summarizes our financial position at this time. Consistent with the past, I wait to apply Circuit Breaker Funding to appropriate Special Education expenses until the end of the Fiscal Year and attempt to roll some funds into the next year as our first hedge against unanticipated Special Education expenses.

FY 2019 Budget Appropriation 7/1/18	\$ 28,082,846.00
Special Education Reserve Transfer	\$ 75,990.00
Grand Total FY 19 Operating Budget	\$ 28,158,836.00
Funds Spent or Encumbered (6/14/19)	\$ -28,030,194.80
FY 2019 Funds Available	\$ 128,641.20
Remaining Salary Obligations	\$ -228,976.25
Needed from Circuit Breaker	\$ -100,335.05
FY 2019 Final Circuit Breaker Allocation	\$ 589,734.00
Funds Spent or Encumbered (6/14/19)	\$ -440,221.76
Needed to meet remaining obligations	\$ -100,335.05
Potential Carryover to FY 2020	\$ 49,177.19

Town of Hanover
Monthly Reporting Summary
From 07/01/2018 to 06/30/2019

01 - GENERAL FUND								
Account	Description	Orig Bud	Amended	Adjusted Budget	Encumb	Expend	Unencum Bal	% Exp
5400 - ARTICLES Total								100.00 %
00 - UNASSIGNED Total								100.00 %
5100 - SALARY Total		\$5,000.00		\$5,000.00		\$2,545.00	\$2,455.00	50.90 %
5200 - EXPENSES Total		\$2,000.00		\$2,000.00		\$902.25	\$1,097.75	45.11 %
30 - SCHOOL COMMITTEE Total		\$7,000.00		\$7,000.00		\$3,447.25	\$3,552.75	49.24 %
5100 - SALARY Total		\$535,128.00	\$168.00	\$535,296.00		\$512,213.38	\$23,082.62	95.68 %
5200 - EXPENSES Total		\$92,037.00		\$92,037.00	\$6,634.35	\$68,801.95	\$16,600.70	81.96 %
31 - DISTRICT ADMINISTRATION Total		\$627,165.00	\$168.00	\$627,333.00	\$6,634.35	\$581,015.33	\$39,683.32	93.67 %
5100 - SALARY Total		\$2,410,968.00	\$13,888.00	\$2,424,856.00		\$2,459,278.71	\$-34,422.71	101.41 %
5200 - EXPENSES Total		\$73,593.00	\$-5,000.00	\$68,593.00	\$4,451.41	\$54,888.18	\$9,253.41	86.50 %
32 - CEDAR ELEMENTARY SCHOOL Total		\$2,484,561.00	\$8,888.00	\$2,493,449.00	\$4,451.41	\$2,514,166.89	\$-25,169.30	101.00 %
5100 - SALARY Total		\$1,725,397.00	\$30,701.50	\$1,756,098.50		\$1,973,764.25	\$-217,665.75	112.39 %
5200 - EXPENSES Total		\$54,671.00	\$-2,500.00	\$52,171.00	\$4,274.83	\$52,334.95	\$-4,438.78	108.50 %
33 - CENTER ELEMENTARY SCHOOL Total		\$1,780,068.00	\$28,201.50	\$1,808,269.50	\$4,274.83	\$2,026,099.20	\$-222,104.53	112.28 %
5100 - SALARY Total		\$1,512,335.00	\$-4,110.50	\$1,508,224.50		\$1,445,026.32	\$63,198.18	95.80 %
5200 - EXPENSES Total		\$37,321.00	\$-2,500.00	\$34,821.00	\$3,253.61	\$32,317.22	\$-749.83	102.15 %
34 - SYLVESTER ELEMENTARY SCHOOL Total		\$1,549,656.00	\$-6,610.50	\$1,543,045.50	\$3,253.61	\$1,477,343.54	\$62,448.35	95.95 %
5100 - SALARY Total		\$5,202,811.00	\$-76,937.00	\$5,125,874.00		\$5,174,434.98	\$-48,560.98	100.94 %
5200 - EXPENSES Total		\$88,688.00	\$-5,000.00	\$83,688.00	\$15,871.21	\$59,350.75	\$8,466.04	89.88 %
35 - HANOVER MIDDLE SCHOOL Total		\$5,291,499.00	\$-81,937.00	\$5,209,562.00	\$15,871.21	\$5,233,785.73	\$-40,094.94	100.76 %
5100 - SALARY Total		\$5,867,809.00	\$71,273.00	\$5,939,082.00		\$6,190,685.27	\$-251,603.27	104.23 %
5200 - EXPENSES Total		\$241,049.00	\$22,149.00	\$263,198.00	\$27,586.28	\$237,659.35	\$-2,047.63	100.77 %
36 - HANOVER HIGH SCHOOL Total		\$6,108,858.00	\$93,422.00	\$6,202,280.00	\$27,586.28	\$6,428,344.62	\$-253,650.90	104.08 %
5100 - SALARY Total								100.00 %
5200 - EXPENSES Total								100.00 %
37 - SALMOND EC SCHOOL Total								100.00 %
5100 - SALARY Total		\$1,069,875.00	\$-47,995.00	\$1,021,880.00		\$968,336.47	\$53,543.53	94.76 %
5200 - EXPENSES Total		\$1,876,511.00	\$35,003.00	\$1,911,514.00	\$50,641.10	\$1,862,404.84	\$-1,531.94	100.08 %
5400 - ARTICLES Total								100.00 %
39 - HPS DISTRICT WIDE Total		\$2,946,386.00	\$-12,992.00	\$2,933,394.00	\$50,641.10	\$2,830,741.31	\$52,011.59	98.22 %
310 - HPS - REGULAR EDUCATION Total		\$20,795,193.00	\$29,140.00	\$20,824,333.00	\$112,712.79	\$21,094,943.87	\$-383,323.66	101.84 %

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01 - GENERAL FUND								
Account	Description	Orig Bud	Amended	Adjusted Budget	Encumb	Expend	Unencum Bal	% Exp
5400 - ARTICLES Total								100.00 %
00 - UNASSIGNED Total								100.00 %
5100 - SALARY Total		\$150,759.00	\$-4,039.00	\$146,720.00		\$134,635.93	\$12,084.07	91.76 %
5200 - EXPENSES Total		\$27,000.00		\$27,000.00	\$296.50	\$15,544.36	\$11,159.14	58.66 %
31 - DISTRICT ADMINISTRATION Total		\$177,759.00	\$-4,039.00	\$173,720.00	\$296.50	\$150,180.29	\$23,243.21	86.62 %
5100 - SALARY Total		\$1,284,243.00	\$14,769.00	\$1,299,012.00		\$1,016,261.72	\$282,750.28	78.23 %
5200 - EXPENSES Total								100.00 %
32 - CEDAR ELEMENTARY SCHOOL Total		\$1,284,243.00	\$14,769.00	\$1,299,012.00		\$1,016,261.72	\$282,750.28	78.23 %
5100 - SALARY Total		\$693,620.00	\$-28,462.50	\$665,157.50		\$822,926.93	\$-157,769.43	123.71 %
5200 - EXPENSES Total								100.00 %
33 - CENTER ELEMENTARY SCHOOL Total		\$693,620.00	\$-28,462.50	\$665,157.50		\$822,926.93	\$-157,769.43	123.71 %
5100 - SALARY Total		\$580,613.00	\$-49,000.50	\$531,612.50		\$392,512.08	\$139,100.42	73.83 %
5200 - EXPENSES Total								100.00 %
34 - SYLVESTER ELEMENTARY SCHOOL Total		\$580,613.00	\$-49,000.50	\$531,612.50		\$392,512.08	\$139,100.42	73.83 %
5100 - SALARY Total		\$1,910,542.00	\$35,916.00	\$1,946,458.00		\$1,775,053.54	\$171,404.46	91.19 %
5200 - EXPENSES Total								100.00 %
35 - HANOVER MIDDLE SCHOOL Total		\$1,910,542.00	\$35,916.00	\$1,946,458.00		\$1,775,053.54	\$171,404.46	91.19 %
5100 - SALARY Total		\$1,186,953.00	\$31,640.00	\$1,218,593.00		\$984,754.90	\$233,838.10	80.81 %
5200 - EXPENSES Total								100.00 %
36 - HANOVER HIGH SCHOOL Total		\$1,186,953.00	\$31,640.00	\$1,218,593.00		\$984,754.90	\$233,838.10	80.81 %
5100 - SALARY Total		\$260,382.00	\$14,016.00	\$274,398.00		\$284,237.71	\$-9,839.71	103.58 %
5200 - EXPENSES Total		\$1,193,541.00	\$32,011.00	\$1,225,552.00	\$80,726.06	\$1,315,588.41	\$-170,762.47	113.93 %
5400 - ARTICLES Total								100.00 %
39 - HPS DISTRICT WIDE Total		\$1,453,923.00	\$46,027.00	\$1,499,950.00	\$80,726.06	\$1,599,826.12	\$-180,602.18	112.04 %
320 - HPS - SPECIAL EDUCATION Total		\$7,287,653.00	\$46,850.00	\$7,334,503.00	\$81,022.56	\$6,741,515.58	\$511,964.86	93.01 %
Total for Dept 310 and 320		\$28,082,846.00	\$75,990.00	\$28,158,836.00	\$193,735.35	\$27,836,459.45	\$128,641.20	99.54 %
5400 - ARTICLES Total								100.00 %
00 - UNASSIGNED Total								100.00 %
122 - SELECTMEN Total								100.00 %