# Region 4 2019-2020 Budget 

## Projection 4/1/2020

This budget projection is for April 1, 2020 which means the district has completed the nine months of the fiscal year, but only seven months of the school year. This fact has significant impact on various activities within the budget and how the values are interpreted.

## 100 - SALARIES -

- The salaries are broken down into two categories, first are the Encumbered Salaries and then those that are Not Encumbered. Encumbered salaries as noted between accounts 5111 and 5119 show the expended and the reserved amount yet to be paid. As employees are paid, that portion paid moves to the Year-to-Date expended column. This process makes projecting the end of year very accurate.
- The portion of the salaries under "Other" are not as predictable because of the variable nature of substitutes.
- Because of COVID-19 many, but not all the non-encumbered salaries are frozen. However, it is possible that future Executive Orders may still affect this area of the budget.


## 200 - BENEFITS -

- The balance in this category is currently healthy.
- The impact of the COVID - $\mathbf{1 9}$ could negatively impact the Health Insurance Reserve fund and Unemployment compensation. We are self insured for unemployment compensation. While we are still paying staff, not everyone is earning what they would have if the schools were open. Under Connecticut unemployment law, employees may file for unemployment if their income has been reduced. We do not have a way to estimate the potential impact at this time, but it could be significant


## 300- PURCHASED PROFESSIONAL SERVICES -

- This object category contains services provided by professionals to the district. It includes legal, audit, student testing services and reimbursement of course work to staff as defined by their contract.
- COVID-19 may affect this category, however judging the impact at this time is difficult.


## 400 - PURCHASED PROPERTY SERVICES -

- This category includes utilities and various accounts for repairing district property. All accounts in this category look very positive.
- With the COVID-19 situation, it is expected we will see some positive balances in electricity due to reduced lighting needs. Custodians are still in our buildings cleaning and doing minor repairs and painting that could not be done while school is in session. It should be kept in mind, while the buildings are in heating setback mode, electricity is still needed to operate the HVAC systems, our internet equipment for distance learning and our telecommunications systems. How much will be saved in natural gas and electricity is yet to be determined. This category includes utilities and various accounts for repairing district property.
- You may note Budget Category 5440 is over budget by $-(\$ 261,455)$. These are Technology purchases that will be covered by a lease before the end of the year.


## 500 - OTHER PURCHASED SERVICES -

- This category includes transportation, tuition, communications, and travel reimbursement.
- COVID-19 Executive Orders are expected to provide some savings in transportation, but none in tuition. We are in the process of talking with First Student, and have contacted our supplier of out of district special education transportation.


## 600 - MATERIALS AND SUPPLIES -

- This category covers three areas, instructional supplies, textbooks and supplies for maintenance and operations. While relatively small, these accounts look healthy.
- COVID-19 impact - Administration is considering the purchase of some materials to enhance E-Learning. That potential expense has not yet been included in the budget estimate.


## 700 - EQUIPMENT -

- No equipment budgeted


## 800 - DUES \& FEES -

- Dues and fees are in good shape.


## 930 - Debt Service -

- This line shows a negative balance of $\$ 140,000$. This is reflective of a required principal payment that was not included in the 2019-20 budget.

While the current balance in the Region 4 budget looks favorable, I believe it would be overly optimistic to think we will end the year with such a balance. The May 1 projection should help to clarify much information, but it should be kept in mind that this narrative is being written on April 20, with only seven business days left in the month before the May 1 projection will be developed. Any future Executive Orders could significantly impact this projection. It should be noted that the State of Connecticut, superintendents, legal counsel, and school business officials are communicating regularly to keep abreast of the changing education environment and any fiscal impacts. If these positive balances persist, the Board may wish to consider putting some of the excess funds to correct the negative balance in the Capital Sinking fund and/or medical reserve account.

## Region 4 2019-2020 Budget

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| APPROP | S | BUDGET | EXPENDED | CES | BUDGET | Est. Yr. End |
| 272,532 | 0 | 272,532 | 191,148 | 81,384 | 0 | 0 |
| 302,998 | 0 | 302,998 | 233,075 | 67,923 | 2,000 | 2,000 |
| 25,298 | 0 | 25,298 | 13,874 | 0 | 11,425 | 0 |
| 50,814 | 0 | 50,814 | 25,191 | 0 | 25,623 | 0 |
| 72,247 | 0 | 72,247 | 44,460 | 27,787 | 0 | 0 |
| 281,036 | 0 | 281,036 | 193,717 | 102,140 | -14,821 | -14,821 |
| 150,286 | 0 | 150,286 | 96,501 | 60,313 | -6,528 | -6,528 |
| 44,149 | 0 | 44,149 | 27,168 | 16,980 | 0 | 0 |
| 68,482 | -20,000 | 48,482 | 33,757 | 12,886 | 1,839 | 1,839 |
| 223,146 | 0 | 223,146 | 137,582 | 85,989 | -425 | -425 |
| 65,165 | 0 | 65,165 | 37,768 | 22,113 | 5,284 | 5,284 |
| 170,753 | 0 | 170,753 | 105,079 | 65,674 | 0 | 0 |
| 259,805 | 0 | 259,805 | 157,609 | 98,505 | 3,691 | 3,691 |
| 233,923 | 0 | 233,923 | 143,953 | 89,970 | 0 | 0 |
| 71,592 | 0 | 71,592 | 44,057 | 27,535 | 0 | 0 |
| 27,912 | 0 | 27,912 | 17,176 | 10,735 | 1 | 1 |
| 357,215 | -10,000 | 347,215 | 143,931 | 108,080 | 95,204 | 89,205 |
| 31,964 | 0 | 31,964 | 19,670 | 12,294 | 0 | 0 |
| 182,772 | - 0 | 182,772 | 113,093 | 71,530 | -1,851 | -1,851 |
| 65,979 | 0 | 65,979 | 40,602 | 25,377 | 0 | 0 |
| 26,048 | 0 | 26,048 | 16,030 | 10,018 | 0 | 0 |
| 65,120 | 0 | 65,120 | 40,074 | 25,046 | 0 | 0 |
| 149,585 | - 0 | 149,585 | 92,052 | 57,533 | 0 | 0 |
| 147,790 | 0 | 147,790 | 91,057 | 56,842 | -110 | -110 |
| 470,678 | 0 | 470,678 | 286,756 | 179,222 | 4,700 | 4,700 |
| 257,476 | 0 | 257,476 | 149,531 | 92,022 | 15,923 | 14,185 |
| 84,763 | 0 | 84,763 | 52,162 | 32,601 | 0 | 0 |
| 238,795 | 0 | 238,795 | 153,918 | 93,670 | -8,792 | -8,792 |
| 425,352 | - 0 | 425,352 | 260,843 | 162,775 | 1,734 | 1,734 |
| 151,866 | 0 | 151,866 | 94,121 | 58,410 | -665 | -665 |
| 300,466 | -6,000 | 294,466 | 157,686 | 98,553 | 38,227 | 31,200 |
| 0 | 0 | 0 | 9,521 | 5,951 | -15,472 | -15,472 |
| 431,400 | 0 | 431,400 | 265,477 | 165,923 | 0 | 0 |
| 447,721 | 0 | 447,721 | 258,927 | 148,398 | 40,396 | 40,396 |
| 55,823 | 0 | 55,823 | 17,176 | 10,735 | 27,912 | 27,912 |
| 508,308 | 0 | 508,308 | 357,689 | 223,349 | -72,730 | -72,730 |
| 213,297 | 0 | 213,297 | 122,622 | 76,639 | 14,036 | 14,036 |
| 249,918 | 0 | 249,918 | 152,291 | 97,585 | 42 | 42 |

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Region 4 2019-2020 Budget

## Projection 4/1/2020



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Region 4 2019-2020 Budget




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Region 4 2019-2020 Budget

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| 004 | 4000－40－001－2600－000－0－0－4－5422－ | SNOW PLOWING |
| 4226004 | 4000－40－002－2600－000－0－0－4－5422－ | OW PLOwin |
| 41241 | 4000－40－001－2410－000－0－0－4－5430－ | P／O REPAIRS |
| 26004 | 4000－40－001－2600－000－0－0－4－5430－ | T REPAIR |
| 4126004 | 4000－40－001－2600－000－0－0－4－5430 | REPAIRS \＆MAINTENAN |
| 4129014 | 4000－40－00 | ATHLETIC REPAIRS |
| 4211054 | 4000－40－002－1105－000－0－0－4－5430 | REPAIRS HOME EC |
| 421 | 4000－40－002－1106－000－0－0－4－5430 | REPAIRS TECH ED |
| 4211094 | 4000－40－002－1109－000－0－0－4－5430 | AIRS MUSIC |
| 4211124 | 4000－40－002－1112－000－0－0－4－5430 | RE |
| 4212074 | 4000－40－002－1207－000－0－0－4－5430 | AIRS \＆MAINTENANCE |
| 4224104 | 4000－40－002－2410－000－0－0－4－5430－ | REPAIIS |
| 4226004 | 4000－40－002－2600－000－0－0－4－5430－ | REPAIRS PLANTS |
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| 29014 | 4000－40－002－2901－000－0－0－4－5430 | ATHLET |
| 4229014 | 4000－40－002－2901－000－0－0－4－5430－ | TEN |
| 4111904 | 4000－40－001－1190－000－0－0－4－54 | RENTALS COPIERS |
| 4112074 | 4000－40－001－1207－000－0－0－4－5440 | SERVICES |
| 26004 | 4000－40－001－2600－000－0－0－4－5440 | RENTALS PLA |
| 4211904 | 4000－40－002－1190－000－0－0－4－5440 | RENTALS COPIERS |
| 4212074 | 4000－40－002－1207－000－0－0－4－5440 | rentals tech services |
| 4224104 | 4000－40－002－2410－000－0－0－4－5440－ | ACTIVITY VEHICLE RENTAL |
| 4226004 | 4000－40－002－2600－000－0－0－4－5440 | RENTALS PLANT |
| 4229034 | 4000－40－002－2903－000－0－0－4－5440 | rentals graduation |
| 4160004 | 4000－40－001－6000－000－0－0－4－5498 | SUPV DIST PUR PROPERTY |
| 4260004 | 4000－40－002－6000－000－0－0－4－5498 | SUPV DIST PURCH PRO |
|  |  | Purchased Property Serv |
| 4212055 | 4000－40－002－1205－000－0－0－5－5510－ | trans voc ed |
| 4112705 | 4000－40－001－1270－000－0－0－5－5511 | OOD TRANSPORTATION |
| 4212705 | 4000－40－002－1270－000－0－0－5－5511－ | OOD TRAN |
| 4111015 | 4000－40－001－1101－000－0－0－5－5515 | FIELD TRIPS MUSIC |
| 411.1095 | 4000－40－001－1109－000－0－0－5－5515 | RIPS |
| 4112105 | 4000－40－001－1210－000－0－0－5－5515 | FIELD TRIPS |
| 4127005 | 4000－40－001－2700－000－0－0－5－5515 | FIELD TRIPS TRAN |
| 4227005 | 4000－40－002－2700－000－0－0－5－5515 | FIELD TRIPS TRANS |
| 4129015 | 4000－40－001－2901－000－0－0－5－5516－ | ATHLETICS TRANSPORTATIO |
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Region 4 2019－2020 Budget

## Projection 4／1／2020



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## Medical Reserve Tracking Narrative

## As of 4/1/2020

This narrative is coupled with the spreadsheet that is attached called Medical Tracking
This is a complex spreadsheet to someone not familiar with self-insurance funds. This narrative is designed to help lay people understand the details of the reserve fund.

There are two types of transactions in this account:
Expenses -Above the pink line are the Expenses with the pink line showing the total of the expenses monthly.

Revenue - The Green line shows the months and the revenue received each month below the label. The monthly revenue total is shown the blue line. The Black type indicates funds received, and the blue type face indicated funds we expect to receive.

Monthly Difference - The white lines shows the monthly difference between revenue and expenses.
Current Position - On the lower right hand side of the sheet shows the total of the monthly expenses and revenue and the current position for $4 / 1 / 2020$. On this date the Region is $\$ 480,807$ ahead of claims. While this seems like a lot of money, one need to look as the swing of claims from month-tomonth to realize this is not a lot of money to hold given the potential claims.

IBNR- Incurred but Not Reported - On June 30 each year we should have approximate $1 / 12^{\text {th }}$ of our expected claims $(\$ 7,173,424)$ in balance, or approximately $\$ 600,000$ to cover medical services that were performed before June 30, but not yet billed to our reserve.

Medical Reserve Funds - Funds greater than the $\$ 600,000$ IBNR are considered reserve funds and are calculated as 10-20\% of expected claims. Based on the Region 4 expected claims, our reserve should be between $\$ 700,000$ to $\$ 1,400,000$ ABOVE the IBNR listed in the previous paragraph.

End of Year Balance - On June 30, 2019 the balance in our reserve checking account was $\$ 54,926$, when it should have been at least $\$ 550,000$ for IBNR plus another $\$ 650,000$ as a reserve. COVID-19 There are two impacts the virus may have on the Medical Reserves, first are claims and the second is more employees asking for coverage because their spouse lost their jobs where they carried the medical insurance. There is no way this impact can be predicted and therefore we are watching claims and enrollment closely as weekly expenses are posted.
Date updated 4/20/2020 12:46 PM
Medical Reserve Tracking
2019-2020

568,000
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480,807 Revenue
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Net Position
Health Savings Account Policy
CGS 10-183 (T) requires that retiredncertified employees be given the opportunity to purchase the Health insurance of the last employing BOE at the group rate,
This document is a working projection of medical revenue and expenses as a tool for projecting the District's
Region 4

## Region 4 Cafeteria Expense and Revenue Tracking



