

# Expense Budgets Presentation

Fees, Contracted Services, Supplies &  
Materials, Capital, Utilities, and Other

December 18, 2019  
School Committee  
Finance Subcommittee



# Budget Presentation

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## Purpose

- ✓ Educate School Committee and public on key areas of PSB including programs, services, and departments
- ✓ Presentations typically will include a combination of background information about area, and also costs, cost drivers, staffing, and challenges
- ✓ Presentations on areas requested by School Committee, ongoing public interest, and those identified by Superintendent

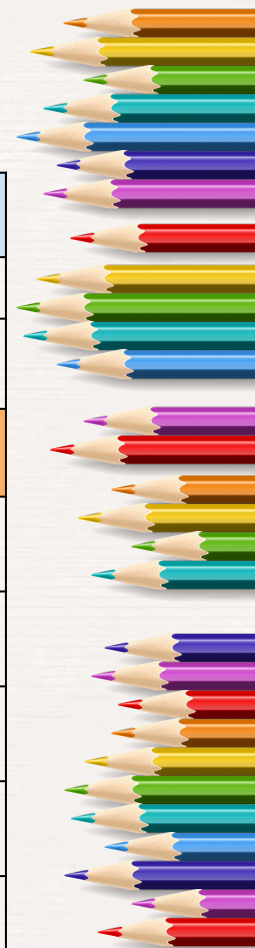
**Intention is to provide a level of transparency and detail not typically provided about programming and costs**



# Upcoming Budget Presentations

*Schedule as of 12/18/2019 - Agendas and meeting dates are subject to change*

| Date        | Meeting              | Topics   |
|-------------|----------------------|--|
| December 5  | SC Workshop          | Grants, and Substitutes  |
| December 12 | SC Meeting           | Special Education Tuition, School-based and Central Administration Staff additions since 2015 Override; Office of Strategy & Performance |
| December 18 | Finance Subcommittee | <b>Recurring Fees in Program, Services, and Materials (52, 53, 55)</b>   |
| January 9   | SC Meeting           | Office of Administration & Finance; BHS Staffing   |
| January 15  | Finance Subcommittee | Stipends, Transportation, and Rentals  |
| January 16  | SC Workshop          | Paraprofessionals; Wellness, Performing Arts, World Language, ECS  |
| January 23  | SC Meeting           | Programs - Visual Arts, Literacy Support   |
| January 30  | SC Meeting           | Presentation of Superintendents Recommended Budget   |



# Agenda

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1. Contracted Services (52\* accounts)
2. Supplies & Materials (53\* accounts)
3. Other (55\* accounts)
4. Utilities (5X\* accounts)
5. Capital (5A or 6A\* accounts)



# Revolving Fund Fee Summaries

| Program  | FY19 Fee   | FY20 Fee   | Reason for Change | Estimated Revenue                     |
|--|--|--|-------------------|---------------------------------------|
| <b>Athletics</b>                                     | <ul style="list-style-type: none"> <li>High School Sport: \$300</li> <li>7/8 Grade Basketball: \$100</li> <li>7/8 Grade Volleyball: \$85</li> <li>7/8 Grade Indoor Soccer: \$85</li> </ul> | <ul style="list-style-type: none"> <li>High School Sport: \$300</li> <li>7/8 Grade Basketball: \$100</li> <li>7/8 Grade Volleyball: \$85</li> <li>7/8 Grade Indoor Soccer: \$85</li> </ul> | No Change         |                                       |
| <b>Materials fee</b><br>Need to verify numbers       | Materials Fee: \$2,888<br>Discount Per Add. Child: \$288.80  | Materials Fee: \$2,974.64<br>Discount Per Add. Child: \$297.46   | 3% increase       | \$750,000                             |
| <b>International Tuition (SEVIS) 1 year Exchange</b> | \$20,632 per student plus Lunch, Breakfast, other student fees, fines, and charges.  | \$21,230 per student plus Lunch, Breakfast, other student fees, fines, and charges.  | 2.9% increase     | Unknown Number of students for FY 20. |
| <b>South Brookline Bus Transportation</b>            | <b>User Fee</b> <ul style="list-style-type: none"> <li>Cost per Day/Fee: \$400</li> <li>Days/payers: 120</li> </ul>  | <b>User Fee</b> <ul style="list-style-type: none"> <li>Cost per Day/Fee: \$400</li> <li>Days/payers: 120</li> </ul>  |                   | <b>\$48,000</b>                       |





# Revolving Funds Fee Summaries

| Program      | FY19 Fee   | FY20 Fee   | Reason for Change | Estimated Revenue |
|--------------|--|--|-------------------|-------------------|
| Beep Tuition | <b>Preschool</b><br>\$10,488                                   | <b>Preschool</b><br>\$10,700                                   | 2% increase       |                   |
|              | <b>Pre-K</b><br>\$10,488                                       | <b>Pre-K</b><br>\$10,700                                       |                   |                   |
|              | <b>Pre-K Extended Days</b>                                     | <b>Pre-K Extended Days</b>                                     |                   |                   |
|              | <b>2 Days</b><br>Until 3:00PM \$2,667<br>Until 5:45PM \$4,461  | <b>2 Days</b><br>Until 3:00PM \$2,702<br>Until 5:45PM \$4,552  |                   |                   |
|              | <b>3 Days</b><br>Until 3:00PM \$4,001<br>Until 5:45PM \$6,691  | <b>3 Days</b><br>Until 3:00PM \$4,080<br>Until 5:45PM \$6,828  |                   |                   |
|              | <b>5 Days</b><br>Until 3:00PM \$6,669<br>Until 5:45PM \$11,153 | <b>5 Days</b><br>Until 3:00PM \$6,800<br>Until 5:45PM \$11,380 |                   |                   |
|              | <b>Launch Summer Program</b><br>\$540/week                     | <b>Launch Summer Program</b><br>\$550/week                     |                   |                   |



# 1. Contracted Services

(52\* accounts)



# Services

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- ✓ Requires a contract.
- ✓ Services are expenses that are provided by an outside vendor which do not include goods.
- ✓ Expenditures for services that by their nature can be performed only by persons or firms with specialized skills and knowledge.
- ✓ The primary reason for the expenditure is the service provided. A “product” or material good may or may not result from expenditure.





# Services

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- ✓ This includes a wide variety of activities, from outside consultants to the services provided by private residential placements for children receiving special education services.
  - Example: The Public Schools of Brookline contracts out Transportation Services to a number of private companies. You will find the total budget for the contract under the services line in their budget table.



# Examples of Services

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## Office of Student Services Examples

- ✓ Brookline Center for Community Mental Health
- ✓ Landmark School Outreach Program Consulting
- ✓ Proportionate Share Services
- ✓ Legal Services
- ✓ Online Teaching Resources/Tools (Lexia Learning, Read Naturally, etc.)
- ✓ District Wide Physician Services
- ✓ Evaluations in Other Languages



## Examples of Services (con't)

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- ✓ Computer software (e.g. Survey Monkey)
- ✓ Photocopier service contracts (HP)
- ✓ Auditing services (for student activity accounts)
- ✓ Banking fees (BACE registration)
- ✓ Advertising/printing/mailing expenses (BACE)
- ✓ Cell phones (all departments)
- ✓ Translation services (for what we cannot do in-house)



# Services Budget

|      | BUDGET       | % Change<br>Year over Year |
|------|--------------|----------------------------|
| 2020 | \$11,699,864 | 10.98% increase            |
| 2019 | \$10,542,721 | 11.05% increase            |
| 2016 | \$9,493,643  | 0.09% decrease             |
| 2015 | \$9,502,275  | 13.80% increase            |
| 2010 | \$8,349,788  | 28.48% increase            |
| 2005 | \$6,498,724  |                            |



# Services

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Object Summaries

See hand-out.





## 2. Supplies & Materials

(53\* accounts)



# Supplies and Materials

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As a general guideline, a supply item is any article or material which meets at least one of the following conditions:

- ✓ It loses its original shape or appearance with use (art supplies);
- ✓ It is expendable, if it becomes damaged or if it wears out (pens)
- ✓ Typically better to replace it with an entirely new unit rather than repair it (stapler);
- ✓ It is an inexpensive item whose small unit cost (less than \$5,000) makes it inadvisable to capitalize the item;



# Supplies and Materials

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Supply accounts encompass costs for goods that have an expected life of less than one year.

Under this group, we charge textbooks, pens, paper, copy supplies, etc.

- ✓ Example: The BHS Science Department decides to order 15 sheep brains for a Biology class. This is charged to the BHS Science Instructional Supply account.



# Supplies and Materials Budget

|      | BUDGET      | % Change<br>Year over Year |
|------|-------------|----------------------------|
| 2020 | \$1,833,497 | 10.62% decrease            |
| 2019 | \$2,051,297 | 9.45% decrease             |
| 2016 | \$2,265,338 | 7.87% increase             |
| 2015 | \$2,099,980 | 30.35% increase            |
| 2010 | \$1,611,039 | 36.61% increase            |
| 2005 | \$1,179,284 |                            |



# Supplies and Materials

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Object Summaries

See hand-out.





# 3. Other

(55\* accounts)



# Other

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Other accounts are defined as those expenses that are neither durable goods, nor traditional services provided by an outside entity. They are more loosely defined because they encompass a wide variety of costs; examples of this could include:

- Conference Fees
- Travel Expenses (mileage, hotels, rental cars, etc.)
- Dues and Memberships
  - Example: The Director of Educational Technology and Information Science attends the annual Massachusetts School Library Association Conference held in Sturbridge, Massachusetts. This expense is charged to their budgeted Conference Fee line item.



# Other

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- ✓ Expenditures for transportation, meals, hotels and other travel expenses incurred by staff traveling within the Commonwealth.
- ✓ Per diems in lieu of reimbursement are also included in this grouping.
- ✓ Seminar fees are not travel costs and should be classified as Professional and Technical Services.
- ✓ Expenditures for memberships in professional and technical organizations.
- ✓ Full costs of dues or membership fees should be charged here even if the cost includes tangible items such as a subscription to a journal.



# Other

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|      | BUDGET      | % Change<br>Year over Year |
|------|-------------|----------------------------|
| 2020 | \$1,102,213 | 14.46% decrease            |
| 2019 | \$1,288,570 | 20.78% decrease            |
| 2016 | \$1,626,557 | 40.42% increase            |
| 2015 | \$1,158,325 | 23.25% decrease            |
| 2010 | \$1,509,177 | 302.90% increase           |
| 2005 | \$374,576   |                            |



# Other

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## Object Summaries

See hand-out.





# 4. Utilities

(5X\* accounts)



# Utilities

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- ✓ Beginning in FY 20 and into FY 21, the district will begin to break out Utilities as we have two accounts that fall under this category and should be measured.
- ✓ {Insert Account Name here - \$10,350)



# Utilities

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Object Summaries

See hand-out.



# 5. Capital

(5A or 6A\* accounts)



# Capital

- ✓ Capital accounts are used to monitor expenditures for eventual capitalization of fixed asset acquisitions.
- ✓ Schools typically have expenditures to either replace or expand equipment used by students and employees in school buildings.
  - Examples include furniture, kilns, and microscopes.
- ✓ Capital accounts are used for durable goods that have an expected lifespan of more than one year, and/or have a cost of greater than \$15,000.
  - Example: The Information Technology Services Department, as a part of its annual 5-Year computer replacement plan, leases approximately 350 Apple Computers and charges them to the IT Services Leased Computer Equipment line item





# Capital

{Insert Table Here with Years down left. Column for \$, Column for % Increase} Reverse the year order oldest on the bottom.

|      | BUDGET      | % Change<br>Year over Year |
|------|-------------|----------------------------|
| 2020 | \$1,191,685 | 12.68% decrease            |
| 2019 | \$1,364,723 | 3.75% increase             |
| 2016 | \$1,315,391 | 165.53% increase           |
| 2015 | \$495,391   | 47.24% increase            |
| 2010 | \$336,442   | 40.74% decrease            |
| 2005 | \$567,756   |                            |



# Total Revenue and Total Expenses

|                       | FY19          | FY20                         | FY21        |
|-----------------------|---------------|------------------------------|-------------|
| <b>Total Revenue</b>  | \$4,904,702   | \$6,803,850                  | \$6,227,075 |
| <b>Total Expenses</b> | \$113,725,760 | \$119,841,548                | \$6,115,788 |
|                       |               | Reduction to<br>Balance FY20 |             |

