

Portage Public Schools
THE FUTURE LEARNS HERE

2010/11 Budget Amendment #2

**General Fund
School Service Funds**

June 20, 2011

To : Marsha Wells, Superintendent
From : Karla Colestock, Business Manager
Date : June 2, 2011
Subj : Resolution for 2010/11 General Fund Amendment #2

Recommendation

That the Board of Education approve the attached budget amendment resolution to the General Appropriations Act (General Fund) for purposes of adoption at the June 20, 2011 Board meeting.

Background Information

The 2010/11 fiscal year is now projected to finish with excess revenues of \$1,188,194. Edujobs funds have been applied for in order to temporarily build fund balance for the 2011/12 year. The ending fund balance is projected at 10.19%. A variety of revisions (pluses and minuses) are included in this amendment and are summarized on page 2.

This amendment to the District's operating fund represents the second of two planned amendments for the General Fund for the 2010/11 fiscal year. We have separately included a three-hole punched copy of this document for insertion in your 2010/11 budget binder.

This amendment to the District's General (Operating) Fund represents the second and final planned revision during this school year. Typically, the budget is amended each year in February and June. The extensive amendment process demonstrates our commitment to a continuous budget cycle that updates the Board, staff, and community as improved information becomes available.

Our goals in completing this amendment are two-fold:

1. Informs the Board of Education on the status of carryover funds available for the upcoming fiscal year.
2. Facilitates the administration's preparation of projections made in the General Fund preliminary budget and ultimately the final budget document for 2011/12.

Continued

Revision	Amount
Revenues:	
Decrease in property tax collections as a result of the settlement process	(121,000)
Increase in State foundation grant revenues and categorical for CEPI Teacher Student Data Link	163,000
Increase in estimates for Curious Kids and Community Enrichment revenues	195,000
Various revenue adjustments to revised estimates	(28,000)
Expenditures:	
Net decrease in estimated salaries and fringe benefits to actual staffing and settled contracts. Includes revisions in estimates for insurances, unemployment, workers compensation costs, and final retirement incentive costs based on retirements submitted.	215,000
Add allocation for Superintendent's severance agreement costs	(151,000)
Increase in enrichment and childcare center costs	(295,000)
Various expenditure adjustments to revised estimates	(143,000)
Total revisions accounted for in these items	(\$ 165,000)

Please note that this amendment is being completed at a very complex time related to the ongoing issues with the economy and the State's funding of their obligations. This amendment has also provided us with information as we prepare the budget for the 2011/12 school year. We anticipate another difficult budget year in light of the factors that are already negatively impacting school funding across the State.

I would be happy to answer any questions that you or Board members may have on this amendment.

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND APPROPRIATIONS RESOLUTION
AMENDMENT #2 2010/11**

Be it resolved that this resolution shall be the general appropriations of Portage Public Schools for the fiscal year 2010/11. A resolution to make appropriations; to provide for the expenditures of the appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved, that the total unappropriated fund balance and revenues to be available for appropriations in the General Fund of Portage Public Schools for the fiscal year 2010/11 is as follows:

Beginning Unappropriated Fund Balance (Includes the Athletic Fund) **\$ 6,636,782**

REVENUES -

Local Sources	\$22,694,115	
State Sources	49,507,584	
Federal Sources	5,346,745	
Incoming Transfers and Other Financing Sources	<u>468,081</u>	
 Total Revenues		 <u>\$78,016,525</u>
 Total Available to Appropriate		 <u>\$84,653,307</u>

Be it further resolved, that \$76,828,331 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

EXPENDITURES --

Instruction:		
Basic Programs	38,543,236	
Added Needs	6,833,601	
Adult Education	96,276	
Support Services:		
Pupil	4,727,619	
Instructional Staff	4,580,714	
General Administration	687,767	
School Administration	4,335,555	
Business Services	977,008	
Operations and Maintenance	7,241,683	
Transportation	2,858,472	
Central Services	1,944,697	
Athletics	1,556,935	
Community Services	2,254,225	
Other Financing Use-Debt Service	<u>190,543</u>	
 Total Expenditure Appropriation		 <u>\$76,828,331</u>

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated.

2

PORTAGE PUBLIC SCHOOLS 2010/11 AMENDED BUDGET COMPARISON BY MAJOR CATEGORIES AND FUND BALANCE INFORMATION
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	ACTUAL SY 09/10	AMENDED BUDGET #1 SY 10/11	AMENDED BUDGET #2 SY 10/11	INCREASE (DECREASE)	% CHANGE
Revenues					
Not Program Related	65,429,710	66,581,282	66,601,451	20,169	0.03%
Program Related	10,530,727	11,226,791	11,415,074	188,283	1.68%
Total Revenues	75,960,437	77,808,073	78,016,525	208,452	0.27%
Expenses					
Salaries	43,637,497	42,135,710	41,935,417	(200,293)	-0.48%
Fringe Benefits:					
FICA*	3,207,262	3,095,435	3,078,688	(16,747)	-0.54%
Retirement*	7,335,005	8,412,413	8,383,097	(29,316)	-0.35%
Health Insurance	6,365,221	5,837,601	5,781,281	(56,320)	-0.96%
Other Insurances:					
Dental	528,093	551,029	547,214	(3,815)	-0.69%
Vision	103,745	99,122	96,455	(2,667)	-2.69%
Long-Term Disability	171,313	138,243	137,212	(1,031)	-0.75%
Life	36,008	36,354	35,529	(825)	-2.27%
Other fringes	598,067	1,433,367	1,680,551	247,184	17.24%
Total Fringe Benefits	18,344,714	19,603,564	19,740,027	136,463	0.70%
Purchased Services	7,402,283	9,039,464	9,322,665	283,201	3.13%
Supplies, Materials, Other	4,717,102	4,975,070	5,070,111	95,041	1.91%
Capital Outlay	281,772	510,535	569,568	59,033	11.56%
Debt Service	266,926	190,543	190,543	-	0.00%
Outgoing Transfer to Athletic Fund-Net	1,157,487	-	-	-	0.00%
Total Expenses	75,807,781	76,454,886	76,828,331	373,445	0.49%
Income (Deficit) Projected	152,656	1,353,187	1,188,194	(164,993)	-12.19%
Total Fund Balance Information					
Total Fund Balance - Beginning	6,377,919	6,636,782	6,636,782	**	
Income(Deficit) - Allocated to Unreserved	152,656	1,353,187	1,188,194		
Total Fund Balance - Ending	6,530,575	7,989,969	7,824,976		
As Percentage of Budgeted Expenditures	8.61%	10.45%	10.19%		

Notes:

* Mandated fringe benefits.

** Includes Athletic Fund Audited Fund Balance

PORTAGE PUBLIC SCHOOLS
2010/11 GENERAL FUND BUDGET
FUNCTIONAL LEVEL SUMMARY
COMPLIANCE STATEMENT
SECTION 14 OF THE UNIFORM BUDGETING AND ACCOUNTING ACT

	Actual 2009/10	Amended Budget #1 2010/11	Amended Budget #2 2010/11
REVENUES:			
Local	22,853,858	22,607,286	22,694,115
State	47,855,718	49,384,056	49,507,584
Federal	5,006,956	5,349,095	5,346,745
Incoming Transfers and Other Transactions	243,934	467,636	468,081
Total Revenues and Other Transactions	75,960,466	77,808,073	78,016,525
EXPENDITURES:			
Instruction:			
Basic Programs	38,781,602	38,359,005	38,543,236
Added Needs	6,873,640	7,081,065	6,833,601
Adult and Continuing Education	105,797	96,276	96,276
Total Instruction	45,761,039	45,536,346	45,473,113
Supporting Services:			
Pupil	4,528,227	4,723,368	4,727,619
Instructional Staff	4,660,784	4,667,159	4,580,714
General Administration	512,151	547,738	687,767
School Administration	4,100,024	4,388,461	4,335,555
Business	947,844	977,396	977,008
Operations and Maintenance	6,935,857	7,283,867	7,241,683
Transportation	2,841,916	2,859,950	2,858,472
Central Support	2,159,374	1,955,320	1,944,697
Athletics	-	1,426,277	1,556,935
Total Supporting Services	26,686,177	28,829,536	28,910,450
Community Services	1,936,181	1,898,461	2,254,225
Outgoing Transfers and Other Transactions:			
Transfer to School Service Fund-Athletics	1,157,487	-	-
Debt Payments	266,926	190,543	190,543
Total Outgoing Transfers and Other Transactions	1,424,413	190,543	190,543
Total Expenditures and Other Transactions	75,807,810	76,454,886	76,828,331
Excess (Deficiency) of Revenues over Expenditures	152,656	1,353,187	1,188,194
Total Fund Balance (Reserved and Unreserved), beginning of year	6,377,919	6,636,782 **	6,636,782 **
Total Fund Balance (Reserved and Unreserved), end of year	<u>6,530,575</u>	<u>7,989,969</u>	<u>7,824,976</u>

**Includes Athletic Fund Balance at June 30, 2010

PORTAGE PUBLIC SCHOOLS
GENERAL FUND AMENDMENT #2
PROGRAM LEVEL SUPPORTING DETAIL

	AMENDED BUDGET #1 <u>2010-11</u>	AMENDMENTS/ TRANSFERS	AMENDED BUDGET #2 <u>2010-11</u>
REVENUES:			
<i>From Local Sources:</i>			
Property Tax Levy, including Regional Enhancement Millage	16,025,381	(120,677)	15,904,704
Earnings from Investments and Deposits	30,000	(10,000)	20,000
Interest on Delinquent Taxes	20,000	12,000	32,000
Reimbursements from Other Funds:			
Accounting Services and Indirect Costs	184,500	0	184,500
Facility Rental Fees	55,000	7,000	62,000
Other Local Sources	124,420	(31,500)	92,920
<i>From State Sources:</i>			
Foundation Grant Allowance -Net PPS Reg. K-12	45,285,298	118,119	45,403,417
Other State Categoricals/Foundation Adjustments	265,112	45,226	310,338
<i>From Federal Sources-</i>			
ARRA Funds to support Foundation Grant	997,710	0	997,710
Education Jobs Funding	1,909,562	0	1,909,562
Medicaid Administrative Outreach Program	30,000	0	30,000
<i>Program Related Revenues:</i>			
School Readiness Grant	217,600	0	217,600
Athletic Gate Receipts and Contributions	294,632	58,105	352,737
Education for Employment	6,100	0	6,100
Education for the Arts	5,625	1,746	7,371
Community High School Foundation Allowance & Categoricals	1,659,299	(3,000)	1,656,299
Enrichment Class Fees	331,000	58,500	389,500
Childcare and Preschool Fees	1,889,793	136,000	2,025,793
Adult Education Categoricals	79,120	0	79,120
English as a Second Language Grant	23,000	0	23,000
Technology Services	304,625	0	304,625
Cable Access and PMNFees for completion of Technology and Training Center	238,128	65,000	303,128
County Special Education, Federal Grants, and Categoricals	4,923,164	(657)	4,922,507
At Risk Grant	767,836	(37,535)	730,301
Title I Grants	1,052,908	(1,793)	1,051,115
Student Assisistance Program Grants	13,429	0	13,429
Curriculum Development	4,800	(1,200)	3,600
Other Grants	338,775	400	339,175
Transportation Categoricals	731,256	(87,282)	643,974
TOTAL REVENUES	77,808,073	208,452	78,016,525

**PORTAGE PUBLIC SCHOOLS
GENERAL FUND AMENDMENT #2
PROGRAM LEVEL SUPPORTING DETAIL**

	AMENDED BUDGET #1 <u>2010-11</u>	AMENDMENTS/ <u>TRANSFERS</u>	AMENDED BUDGET #2 <u>2010-11</u>
EXPENDITURES			
<i>Assistant Superintendent for Instructional Services</i>			
Amberly Elementary	2,952,026	51,850	3,003,876
Angling Road Elementary	2,402,569	15,808	2,418,377
Central Elementary	2,487,149	(27,683)	2,459,466
Haverhill Elementary	2,392,979	30,687	2,423,666
Lake Center Elementary	3,065,110	24,451	3,089,561
Moorsbridge Elementary	2,854,792	(25,251)	2,829,541
12th Street Elementary	2,934,324	46,094	2,980,418
Woodland Elementary	2,065,876	(35,132)	2,030,744
School Readiness Grant	257,418	(10,854)	246,564
Academically Gifted and Talented	209,762	(9,481)	200,281
Central Middle	4,012,521	954	4,013,475
North Middle	3,554,023	(52,930)	3,501,093
West Middle	3,984,617	7,394	3,992,011
Middle School Athletics	244,320	13,769	258,089
Central High	7,277,306	37,760	7,315,066
Northern High	6,861,619	90,063	6,951,682
High School Athletics	1,181,957	116,889	1,298,846
Education for Employment	951,360	(12,504)	938,856
Education for the Arts	138,610	24,297	162,907
Community High School Program	1,619,177	(51,868)	1,567,309
Community Enrichment Program	393,908	54,932	448,840
Childcare and Preschool Program	1,425,177	240,305	1,665,482
Adult Education	102,258	0	102,258
English as a Second Language	23,000	0	23,000
Instructional Services Administration	652,713	20,297	673,010
<i>Director of Technology and Student Information Systems</i>			
Media Services	208,061	(35,121)	172,940
Technology Services	2,071,467	(146,777)	1,924,690
Library Processing	7,000	0	7,000
Cable Access/Technology and Training Center	238,128	65,000	303,128
<i>Director of Special Education Services</i>			
Special Education Program	7,829,971	(188,375)	7,641,596
At Risk Grant	767,836	(37,535)	730,301
Title I Grants	1,052,907	(1,793)	1,051,114
Other Special Education Costs	10,234	8,956	19,190
Student Assistance Program	13,429	0	13,429
<i>Director of Curriculum and Professional Development</i>			
Curriculum Development	524,718	31,460	556,178
Professional Development	131,701	935	132,636
Other Grants	338,775	400	339,175
<i>Assistant Superintendent for Operations</i>			
Budget and Finance	1,045,990	(20,272)	1,025,718
Central Services	142,184	(823)	141,361
Maintenance & Operations	3,873,589	44,021	3,917,610
Transportation	2,793,874	(6,025)	2,787,849
<i>Community Relations</i>	296,200	(3,573)	292,627
<i>Superintendent</i>			
Human Resources	516,072	(11,222)	504,850
Administration	548,176	124,342	672,518
TOTAL EXPENDITURES	76,454,886	373,448	76,828,331
EXCESS (DEFICIT) REVENUES OVER EXPENDITURES	1,353,187	(164,996)	1,188,194

To : Marsha Wells, Superintendent
From : Karla Colestock, Business Manager
Date : June 2, 2011
Subj : Resolution for School Service Fund Budget Amendment #2

RECOMMENDATION

That the Board of Education approve the attached resolution, Amendment #2 to the School Service Fund Appropriations Act, for the 2010/11 fiscal year.

BACKGROUND INFORMATION

This recommendation represents the second budget amendment to the School Service Fund for the 2010/11 year.

The food service portion of this budget is being amended to reflect information operating under Chartwells through April. The revenues have been adjusted based on participation trends to date. The adopted budget expense categories were analyzed based on current year expectations and adjusted accordingly. All changes in food service projections were completed jointly by Chartwells staff and myself.

Overall the food service operation is now projected to have expenses over revenues of approximately \$124,000 this school year, which includes a capital outlay allocation of \$120,000. When you consider that expenditures now include a reimbursement to the General Fund for indirect costs of \$181,000, it is clear that our breakfast, lunch, and catering programs are on sound financial ground.

The bookstore portion of this fund reflects the projected operations of the CHS and NHS school bookstores.

I would be happy to answer any questions that you or Board members may have on this amendment.

**PORTAGE PUBLIC SCHOOLS
SCHOOL SERVICE FUND APPROPRIATIONS RESOLUTION
AMENDMENT #2 2010-11**

Be it resolved that this shall be the School Service Fund appropriations for Portage Public Schools for the fiscal year 2010/11. A resolution to make appropriations; to provide for the expenditure of appropriations; and to provide for the disposition of income received by Portage Public Schools.

Be it further resolved, that the total unappropriated fund balance and revenues to be available for appropriations in the School Service Fund of Portage Public Schools for the fiscal year 2010/11 is as follows:

	<u>Food Service</u>	<u>Bookstore</u>
Beginning Unappropriated Fund Balance (Actual)	\$396,056	\$0
REVENUES:		
Local Sources	1,383,800	12,000
State Sources	150,166	0
Federal Sources	1,035,000	0
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Total Revenues and Incoming Transfers	2,568,966	12,000
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Total Available for Appropriations	2,965,022	12,000
EXPENDITURES:		
Food Service	2,512,427	0
Athletics	0	0
Bookstore	0	12,000
Outgoing Transfer to General Fund for Indirect Costs	181,000	0
	<hr/>	<hr/>
Total Expenditures and Outgoing Transfers	2,693,427	12,000
	<hr/>	<hr/>
Ending Unappropriated Fund Balance (est)	<u>\$271,595</u>	<u>\$0</u>

Be it further resolved that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for the performance of their responsibilities within the amounts appropriated.

PORTAGE PUBLIC SCHOOLS 2010/11 SCHOOL SERVICE FUND BUDGET OVERVIEW

	<u>Food Service</u>		<u>Bookstore</u>	
	Amendment #1 10/11	Amendment #2 10/11	Amendment #1 10/11	Amendment #2 10/11
FUND BALANCE - BEGINNING	\$ 396,056	\$396,056	\$0	\$0
REVENUES				
Local Sources	1,425,000	1,383,800	17,000	12,000
State Sources	180,090	150,166	0	0
Federal Sources	925,000	1,035,000	0	0
TOTAL REVENUES	2,530,090	2,568,966	17,000	12,000
EXPENDITURES				
Food Service	2,463,374	2,512,427	0	0
Athletics	0	0	0	0
Bookstore	0	0	17,000	12,000
PPS General Fund Indirect Cost	181,000	181,000	0	0
TOTAL EXPENDITURES	2,644,374	2,693,427	17,000	12,000
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(114,284)	(124,461)	0	0
FUND BALANCE - ENDING	\$281,772	\$271,595	\$0	\$0