

TOWN OF BOLTON
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall/ZOOM
December 15, 2022 – 7:15 P.M.*

- 1) Call to Order
- 2) Public Participation
- 3) Approval of Minutes
 - a) November 17, 2022 Regular meeting
- 4) Elected Official and Town Staff Reports
 - a) Tax collection summary
 - b) Town update
 - c) BOE update
 - d) Other
- 5) New Business
 - a) Discussion and possible appointment of Board of Finance member
 - b) Approve FY2024 BOF and Auditor's budgets
 - c) Discuss draft of budget calendar
- 6) Adjournment

Next Meetings: **January 19, 2023**
 February 16, 2023
 March 16, 2023

*You can access the Board of Finance's regular meeting on December 15, 2022 by dialing 1-929-205-6099 meeting ID **849 2232 5775**. Accommodations for access to this meeting can be made by calling 860-649-8066 X6111 or 6112 before 3:30 pm on the day of the meeting.

**BOLTON BOARD OF FINANCE
REGULAR MEETING
NOVEMBER 17, 2022 – 7:15 P.M.
HYBRID MEETING VIA ZOOM WEBSITE PLATFORM &
TOWN OF BOLTON, 222 BOLTON CENTER RD, BOLTON
MINUTES**

Board of Finance Members Present: Chairman Ross Lally, Vice-Chair Robert Munroe, Mather Clarke, Amanda Gordon, and Alex Rivera

Board of Selectmen Members Present: First Selectman Pam Sawyer and Interim Town Administrator Jim Rupert

Staff Present: Chief Financial Officer Jill Collins

Absent: Kristen Gourley and Charles Danna Jr.

1) **Call to Order:** R. Lally called this meeting to order at 7:15 P.M.

2) **Public Participation:**

R. Lally called for public participation, but there was no public present.

3) **Approval of Minutes:**

a) **October 20, 2022 Regular Meeting:**

In section 4b, "~~K. Gourley asked about the Waterline Covid Funds Covid Funds being used for the Waterline project.~~" Then add, "J. Rupert clarified that option is unlikely."

R. Munroe MOVED to approve the minutes as amended. A. Gordon SECONDED. By roll call vote, PASSES unanimously.

4) **Elected Official and Town Staff Reports:**

a) **Tax Collection Summary:**

J. Collins explains our current tax levy is at 100.92% with a 98% tax collection rate compared to last year which was 99.09%. Motor Vehicle is at 92.66% and we should know what Supplemental Motor Vehicle is within the next two or three weeks. Prior years is at 55.68% and Interest and Fees is at 54.27%.

b) **Town Update:**

J. Rupert asked what the revenue was that wasn't anticipated. J. Collins explained we received \$102,728.10 that was Municipal Revenue Sharing – left over funds from the State that was divided among Towns. P. Sawyer mentions she contacted CCM to

get the formula that the State used to determine this amount. She also asked CCM what we were allowed to use the money for, but there were no requirements. R. Munroe asked a question on behalf of C. Danna, last month C. Danna had asked about how we increased the amount of anticipated interest income due to the Feds cranking up the interest rate. He is surprised as to why there's not a dollar more in this category than last month. R. Munroe asked is this quarterly or monthly, in which J. Collins responded as it being monthly. J. Collins explains anything over 7 million gets interest, the first 7 million does not. A. Gordon asked what the interest rate is for our savings account, and J. Collins responded with 0.08%. J. Collins explains it is a Municipal Money Market account. R. Munroe requests if J. Collins could contact the bank to find out when the rate will move or if it is the rate that is reflective of the cost of money. A. Rivera asked if we are locked into this bank or if we could compare other banks and interest rates. J. Collins expresses that we aren't locked in, however, it is a long process to do and that most banks don't do municipal banking due to the insurance they have to have because of State Statutes.

A. Gordon asked J. Collins to explain the MISC line item and why it is over what was expected. J. Rupert says that it is due to selling a town vehicle. J. Collins explained we received funds from Cirma that wasn't anticipated.

J. Rupert explains we are beyond what we anticipated to be in spending for Elections, but it may self-correct between now and Spring. He expressed that we are concerned if we will have enough funds to make it through referendum time in spring.

c) BOE Update:

K. Heckt was absent for this meeting, however, she asked R. Lally to report that she received everyone's questions from the last meeting about Grants and will report to us at the next meeting.

d) Other:

R. Munroe asked about the meeting J. Rupert and J. Collins had with the Financial Advisor. J. Rupert said they met with them initially and they would be doing research and working on options and that they would be meeting again in December.

A. Gordon asked if there are any updates on the 1.4 million ARPA money and what it can be used for. J. Rupert responded by saying they're investigating their options. A. Gordon asked when they anticipate having something to report. J. Rupert explains that it's a difficult question to answer due to having a lot of moving pieces. He explains they are trying to find out if we can use the money for the demolition. A. Gordon asked if they have considered using the funds for the HVAC system at the school, but J. Rupert explains that it isn't enough money for that project.

5) New Business:

a) Election of Officers:

R. Lally proposes that he continue as Chairman and R. Munroe continue as Vice-Chairman.

A. Gordon MOVED to approve the nomination of R. Lally as Chairman and R. Munroe as Vice-Chairman. A. Rivera SECONDED. By roll call, PASSES unanimously.

b) Discussion on BOF and Auditor's Budget:

J. Collins explains we are going out for an RFP for the Auditor. We are having a Federal Single Audit which is not included. The Audit number is \$26,500 according to the contract. We only spent \$26,000 last year. For the additional Federal Single Audit, it is approximately \$25,000, but J. Collins explains it is not the final number. J. Collins suggests putting \$45,000 in the budget for the Auditor for next year after researching other Auditors.

J. Collins explains how typically we put \$2,200 for the BOF budget and last year we went over the budget. She suggests increasing it next year due to that reason. A. Rivera asks what J. Collins recommends for increases. J. Collins recommended increasing payroll to \$1,800, advertising to \$125, and operating expenses to \$500. R. Lally clarifies that it would be a \$2,400-\$2,600 budget or a \$300-\$400 increase.

6) Adjournment: R. Lally asked for a motion to adjourn this meeting. R. Munroe MOVED to approve the adjournment of this meeting at 8:30 P.M. A. Gordon SECONDED.

Next Meetings:

December 15, 2022

Respectfully submitted by Ashleigh N. Johnson, Board Clerk

Ashleigh N. Johnson

PLEASE SEE THE MINUTES OF SUBSEQUENT MEETINGS FOR THE APPROVAL OF THESE MINUTES AND ANY CORRECTIONS HERETO.

SEE ATTACHMENTS UNDER SEPARATE COVER.

**TAX COLLECTOR
11.30.22**

	ADOPTED	COLLECTIONS YTD	REFUNDS	RETURNED PAYMENTS	TAX COLL. TRANSFERS	NET COLLECTION 11.30.22	PERCENTAGE COLLECTED FY 23 BUDGET
CURRENT YR. LEVY	\$ 15,953,417.00	\$ 16,174,144.58	\$ (33,131.18)	\$ (14,577.84)	\$ 1,771.72	\$ 16,128,207.28	101.10%
MOTOR VEHICLE	\$ 1,737,991.00	\$ 1,635,631.06	\$ (7,212.45)	\$ (5,037.65)	\$ 380.54	\$ 1,623,761.50	93.43%
SUPP. MV LEVY	\$ 175,000.00	-	\$ -	\$ -	\$ -	\$ -	0.00%
SUB TOTAL	\$ 17,866,408.00	\$ 17,809,775.64	\$ (40,343.63)	\$ (19,615.49)	\$ 2,152.26	\$ 17,751,968.78	99.36%
PRIOR YEARS	\$ 70,000.00	\$ 49,497.67	\$ (333.74)	\$ (2,703.25)	\$ 46,460.68	\$ 46,460.68	66.37%
INTEREST & FEES	\$ 55,000.00	\$ 33,744.72	\$ (8.72)	\$ (212.37)	\$ 550.99	\$ 34,074.62	61.95%
TOTAL	\$ 17,991,408.00	\$ 17,893,018.03	\$ (40,686.09)	\$ (19,827.86)	\$ -	\$ 17,832,504.08	99.12%

PREVIOUS YEAR CURRENT YR LEVY COLLECTED

7.31.2022	8.31.2022	9.30.2022	10.31.2022	11.30.2022	12.31.2022
86.13%	99.24%	99.63%	100.92%	101.10%	
1.31.2023	2.28.2023	3.30.2023	4.30.2023	5.31.2023	6.30.2023
7.31.2021	8.31.2021	9.30.2021	10.31.2021	11.30.2021	12.31.2021
19.07%	90.94%	98.67%	99.09%	99.52%	99.95%
1.31.2022	2.28.2022	3.30.2022	4.30.2022	5.31.2022	6.30.2022
100.98%	101.06%	101.12%	101.24%	100.18%	100.39%

Town of Bolton - FY2023 Revenue Statement - November 30, 2022

	Adopted Budget	Revised Revenues	Actual to Date	Balance Due To Adopted Budget	Balance Due To Revised Forecast	% COLLECTION TO REVISED
General Fund Revenue						
Property Taxes						
Current Property Tax	\$15,953,417.00	\$15,953,417.00	\$16,128,207.28	\$174,790.28	\$174,790.28	101.10%
Motor Vehicle Tax	\$1,737,991.00	\$1,737,991.00	\$1,623,761.50	(\$114,229.50)	(\$114,229.50)	93.43%
Supplemental MV Levy	\$175,000.00	\$175,000.00	\$0.00	(\$175,000.00)	(\$175,000.00)	0.00%
Prior Year's Taxes	\$70,000.00	\$70,000.00	\$46,460.68	(\$23,539.32)	(\$23,539.32)	66.37%
Interest & Fees	\$55,000.00	\$55,000.00	\$34,074.62	(\$20,925.38)	(\$20,925.38)	61.95%
Total Taxes	\$17,991,408.00	\$17,991,408.00	\$17,832,504.08	(\$158,903.92)	(\$158,903.92)	99.12%
State of Connecticut Education Grants						
ECS	\$2,683,216.00	\$2,661,000.00	\$670,804.00	(\$2,012,412.00)	(\$1,990,196.00)	25.21%
Adult Education	\$5,599.00	\$5,432.00	\$3,995.00	(\$1,604.00)	(\$1,437.00)	73.55%
Total State of CT Ed	\$2,688,815.00	\$2,666,432.00	\$674,799.00	(\$2,014,016.00)	(\$1,991,633.00)	25.31%
Other Grants						
Municipal Transition Grant	\$336,552.00	\$336,552.00	\$336,552.00	\$0.00	\$0.00	100.00%
Pilot: New Tiered Reimb.	\$31,536.00	\$31,536.00	\$31,536.40	\$0.40	\$0.40	100.00%
Disabled	\$750.00	\$750.00	\$0.00	(\$750.00)	(\$750.00)	0.00%
Veterans Grant	\$1,893.00	\$1,893.00	\$0.00	(\$1,893.00)	(\$1,893.00)	0.00%
Pequot	\$3,244.00	\$3,244.00	\$0.00	(\$3,244.00)	(\$3,244.00)	0.00%
Misc. State Grants	\$5,000.00	\$5,000.00	\$0.00	(\$5,000.00)	(\$5,000.00)	0.00%
DOT Transportation Grant	\$11,494.00	\$11,494.00	\$7,883.34	(\$3,610.66)	(\$3,610.66)	68.59%
Municipal Projects	\$24,859.00	\$24,859.00	\$0.00	(\$24,859.00)	(\$24,859.00)	0.00%
Municipal Stabilization	\$11,053.00	\$11,053.00	\$11,053.00	\$0.00	\$0.00	100.00%
Municipal Revenue Sharing	\$0.00	\$0.00	\$102,728.10	\$102,728.10	\$102,728.10	100.00%
Law Enforcement	\$1,000.00	\$1,000.00	\$885.00	(\$115.00)	(\$115.00)	88.50%
Total Other Grants	\$427,381.00	\$427,381.00	\$490,637.84	\$63,256.84	\$63,256.84	114.80%
Other Town Revenue						
Tuition	\$116,517.00	\$116,517.00	\$38,441.91	(\$78,075.09)	(\$78,075.09)	32.99%
Town Clerk	\$85,000.00	\$85,000.00	\$41,342.05	(\$43,657.95)	(\$43,657.95)	48.64%
Selectmen Fees	\$12,745.00	\$12,745.00	\$5,329.00	(\$7,416.00)	(\$7,416.00)	41.81%
Building Official Fees	\$75,000.00	\$75,000.00	\$58,325.50	(\$16,674.50)	(\$16,674.50)	77.77%
Library	\$2,000.00	\$2,000.00	\$533.05	(\$1,466.95)	(\$1,466.95)	26.65%
Building Official Service	\$88,081.00	\$88,081.00	\$22,920.33	(\$65,160.67)	(\$65,160.67)	26.02%
Misc. Revenue	\$15,000.00	\$15,000.00	\$31,460.87	\$16,460.87	\$16,460.87	209.74%
Telephone	\$6,000.00	\$6,000.00	\$0.00	(\$6,000.00)	(\$6,000.00)	0.00%
Interest	\$80,000.00	\$80,000.00	\$3,514.27	(\$76,485.73)	(\$76,485.73)	4.39%
Seniors	\$0.00	\$0.00	\$550.00	\$550.00	\$550.00	100.00%
Rental	\$33,684.00	\$33,684.00	\$9,810.00	(\$23,874.00)	(\$23,874.00)	29.12%
Shared Services-Assessor	\$60,894.00	\$60,894.00	\$0.00	(\$60,894.00)	(\$60,894.00)	100.00%
Total Other Town	\$574,921.00	\$574,921.00	\$212,226.98	(\$362,694.02)	(\$362,694.02)	36.91%
TOTAL GENERAL FUND	\$21,682,525.00	\$21,660,142.00	\$19,210,167.90	(\$2,472,357.10)	(\$2,449,974.10)	88.69%

	Adopted Budget	Revised Revenues	Actual to Date	Balance Due To Adopted Budget	Balance Due To Revised Forecast	% COLLECTION TO REVISED
BOARD OF EDUCATION						
Excess Cost Grant	\$51,890.00	\$51,890.00	\$0.00	(\$51,890.00)	(\$51,890.00)	0.00%
Federal Grants	\$206,485.00	\$206,485.00	\$85,434.00	(\$121,051.00)	(\$121,051.00)	41.38%
SHEFF	\$58,400.00	\$58,400.00	\$0.00	(\$58,400.00)	(\$58,400.00)	0.00%
CHOICE Grant	\$376,000.00	\$376,000.00	\$0.00	(\$376,000.00)	(\$376,000.00)	0.00%
TEAM	\$1,000.00	\$1,000.00	\$0.00	(\$1,000.00)	(\$1,000.00)	0.00%
Donations	\$0.00	\$0.00	\$2,498.00	\$2,498.00	\$2,498.00	100.00%
ESSER II	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
ARP ESSER Grant	\$169,510.00	\$169,510.00	\$7,224.00	(\$162,286.00)	(\$162,286.00)	4.26%
Total Board of Education Grants	\$863,285.00	\$863,285.00	\$95,156.00	(\$768,129.00)	(\$768,129.00)	11.02%
ADDITIONAL TOWN GRANTS						
Town Aid Roads	\$	199,975.00	\$	199,975.00	199,975.00	49.86%
Total Additional	\$199,975.00	\$199,975.00	\$99,709.99	(\$100,265.01)	(\$100,265.01)	49.86%
TOTAL BOARD OF EDUCATION AND OTHER TOWN GRANTS	\$1,063,260.00	\$1,063,260.00	\$194,865.99	(\$868,394.01)	(\$868,394.01)	18.33%

FY2023 November 30, 2022										
	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expended	FY22	FY21	FY20
Administration	\$ 708,256.00	\$ 708,256.00	\$ 180,118.72	\$ 528,137.28	\$ 319.08	\$ 527,818.20	25.48%	30.43%	32.28%	33.05%
Board of Finance	\$ 2,200.00	\$ 2,200.00	\$ 225.50	\$ 1,974.50	\$ -	\$ 1,974.50	10.25%	10.49%	9.77%	9.77%
Financial Administration	\$ 237,546.00	\$ 237,546.00	\$ 90,978.74	\$ 146,567.26	\$ -	\$ 146,567.26	38.30%	38.69%	38.88%	38.11%
Auditing	\$ 29,000.00	\$ 29,000.00	\$ -	\$ 29,000.00	\$ -	\$ 29,000.00	0.00%	0.00%	0.00%	0.00%
Assessor	\$ 131,112.00	\$ 131,112.00	\$ 45,329.83	\$ 85,782.17	\$ 575.00	\$ 85,207.17	35.01%	33.83%	39.36%	39.20%
Tax Collector	\$ 91,208.00	\$ 91,208.00	\$ 33,491.84	\$ 57,716.16	\$ 1,283.48	\$ 56,432.68	38.13%	41.20%	38.81%	44.61%
Fringe Benefits	\$ 1,036,526.00	\$ 1,036,526.00	\$ 363,004.63	\$ 673,521.37	\$ -	\$ 673,521.37	35.02%	38.27%	32.98%	40.35%
Town Clerk	\$ 137,760.00	\$ 137,760.00	\$ 54,191.48	\$ 83,568.52	\$ 5,694.61	\$ 77,873.91	43.47%	43.30%	43.01%	41.32%
Land Use	\$ 342,653.00	\$ 342,653.00	\$ 95,020.09	\$ 247,632.91	\$ 24,799.00	\$ 222,833.91	34.97%	35.13%	45.20%	40.71%
Planning & Zoning	\$ 4,250.00	\$ 4,250.00	\$ 893.60	\$ 3,356.40	\$ 490.00	\$ 2,866.40	32.56%	12.91%	4.35%	5.51%
Zoning Board of Appeals	\$ 1,640.00	\$ 1,640.00	\$ 138.50	\$ 1,501.50	\$ -	\$ 1,501.50	8.45%	2.10%	0.00%	14.35%
Property Insurance	\$ 145,400.00	\$ 145,400.00	\$ 58,543.57	\$ 86,856.43	\$ -	\$ 86,856.43	40.26%	41.52%	60.21%	43.61%
Probate	\$ 6,258.00	\$ 6,258.00	\$ -	\$ 6,258.00	\$ -	\$ 6,258.00	0.00%	0.00%	0.00%	100.00%
Inlands/Wetlands	\$ 2,235.00	\$ 2,235.00	\$ 412.49	\$ 1,822.51	\$ -	\$ 1,822.51	18.46%	21.21%	9.62%	22.96%
Elections	\$ 65,613.00	\$ 65,613.00	\$ 32,336.86	\$ 33,276.14	\$ 222.00	\$ 33,054.14	49.62%	40.52%	49.95%	24.89%
Police	\$ 331,050.00	\$ 331,050.00	\$ 681.72	\$ 330,368.28	\$ -	\$ 330,368.28	0.21%	1.77%	2.00%	0.75%
Fire Commission	\$ 241,385.00	\$ 241,385.00	\$ 67,654.06	\$ 173,730.94	\$ 50,923.89	\$ 122,807.05	49.12%	50.36%	41.70%	64.52%
Animal Control	\$ 3,100.00	\$ 3,100.00	\$ 3,000.00	\$ 100.00	\$ -	\$ 100.00	96.77%	0.00%	100.00%	85.71%
Fire Marshal	\$ 32,000.00	\$ 32,000.00	\$ 6,566.39	\$ 25,433.61	\$ -	\$ 25,433.61	20.52%	23.91%	17.00%	7.03%
Emergency Management	\$ 14,693.00	\$ 14,693.00	\$ 6,693.06	\$ 7,999.94	\$ -	\$ 7,999.94	45.55%	34.03%	38.30%	
Highways and Streets	\$ 1,002,817.00	\$ 1,002,817.00	\$ 422,901.51	\$ 579,915.49	\$ 121,844.16	\$ 458,071.33	54.32%	35.53%	36.23%	51.28%
Public Building Commission	\$ 4,100.00	\$ 4,100.00	\$ 135.50	\$ 3,964.50	\$ -	\$ 3,964.50	3.30%	0.00%	0.00%	0.00%
Parks/Town Building Ops	\$ 803,646.00	\$ 803,646.00	\$ 242,068.59	\$ 561,577.41	\$ 11,475.05	\$ 550,102.36	31.55%	33.35%	32.24%	34.16%
Public Health Admin	\$ 28,878.00	\$ 28,878.00	\$ 14,578.90	\$ 14,299.10	\$ -	\$ 14,299.10	50.48%	47.84%	46.27%	42.37%
Seniors / Social Services	\$ 159,498.00	\$ 159,498.00	\$ 55,861.70	\$ 103,636.30	\$ 8,800.00	\$ 94,836.30	40.54%	40.31%	31.57%	42.08%
Library	\$ 295,408.00	\$ 295,408.00	\$ 123,149.83	\$ 172,258.17	\$ 8,031.64	\$ 164,226.53	44.41%	48.05%	45.42%	47.67%
Conservation	\$ 2,105.00	\$ 2,105.00	\$ 757.38	\$ 1,347.62	\$ -	\$ 1,347.62	35.98%	31.41%	34.77%	41.54%
Waste Collection	\$ 572,454.00	\$ 572,454.00	\$ 183,767.52	\$ 388,686.48	\$ -	\$ 388,686.48	32.10%	39.75%	40.54%	36.34%
Totals	\$ 6,432,791.00	\$ 6,432,791.00	\$ 2,082,502.01	\$ 4,350,288.99	\$ 234,457.91	\$ 4,115,831.08	36.02%	29.01%	30.83%	31.70%

Departments that we feel will not have enough money in their budgets.

FY2023 Transfers for November 2022

\$ 3,000.00	To	Postage - Town Building Oper.	From	Supplies - Town Building Oper.
<i>Rationale: due to mailings by the Registrar of Voters and Tax Office not budgeted for, this line needs more funds</i>				

\$ 200.00	To	Advertising - Tax Collector	From	Other Payroll - Tax Collector
<i>Rationale: extra billing created extra expense in legal advertising. This includes supplemental MV ad as well as June ad.</i>				

<p style="text-align: center;">Report Commentary FY2022</p>

As of November 30, 2021, we have expended 28% of the appropriated budget or \$4,234,560 and in 2020, we expended 30%. We are currently projecting expenditures of \$14,788,914 which is a projected under expenditure of \$80,000 from the prior month's projection.

Student Support Services: Based on current IEP needs we do not anticipate any excess cost grant reimbursement for the current year. Currently there are no students exceeding the current state projected excess cost threshold of \$88,507. The program continues to be fully projected with ESY savings offsetting a portion of the expenditure increase due to lack of excess cost grant reimbursement.

Salary and Benefit Change: \$80,000 in actualized insurance changes from life events and new hires electing lower coverage.

Transfers:

The BOE approved all transfers presented at their December 9, 2021 meeting.

Transfers over \$10,000:

The BOE approved a transfer of \$30,800 from Benefits to Instructional Technology to fund replacement of failing teacher Chromebooks.

Attachments:

- Budget status - FY2022
- BOE Transfers Listing – November
- Memo to BOF – Memo to BOF 12-9-21 - Transfer of Funds over \$10,000

Factors That May Impact the Budget

1. Future possible/probable increased expenditures in special education such as educational programming changes required by students' Individual Educational Plans (IEP) including the possibility of future outplacements.
2. The Excess Cost Reimbursement threshold won't be known until sometime in November. The preliminary percentage to be reimbursed by the state is not released until late February and may still be revised in late May. These percentages are based on the special education excess cost report by all districts to the state in December and March of every year. Based on current IEP needs we do not anticipate any reimbursement for the current year.
3. Significant increase/decrease in the cost and usage of energy, tuition and transportation rates, and other professional services. In addition, the current year presents significant cost increases in general due to the market/economy's overall issues related supply chain, staffing, and demand higher than supply.
4. Contractual payouts for benefits on retirements or resignation of unused earned time.
5. Long term substitute coverage for maternities and sickness.

BOARD OF EDUCATION
MONTHLY BUDGET STATUS AND PROFORMA YEAR END EXPENDITURES

BUDGET STATUS: November

REGULAR INSTRUCTION	Function / Program	Unaudited	Approved	Budget	Revised	YTD	YTD	Projected	Projected	Incr/(decr)	November
		Expenditures 2020-2021	Budget 2021-2022	Adjust./ Transfers	Budget 2021-2022	Expended 11/30/21	% Expended	Expenditures 2021-2022	Budget Balance +/-	from prior month proj.	Changes/Transfers
Instructional Technology	1000 / 100	112,625	54,146	(72)	54,074	2,389	4%	54,074	0	0	
Art	1000 / 105	10,270	10,571	0	10,571	5,675	54%	10,571	0	0	See November Transfers Listing.
English Language Arts	1000 / 110	19,695	19,924	0	19,924	16,312	82%	19,924	0	0	
World Language	1000 / 120	14,111	5,734	0	5,734	3,667	64%	5,734	0	0	
Computer Instruction	1000 / 140	13,536	14,143	72	14,215	4,658	33%	14,215	0	0	
Mathematics	1000 / 160	24,541	16,703	0	16,703	4,840	29%	16,703	0	0	
Science	1000 / 170	7,668	17,239	0	17,239	10,840	63%	17,239	0	0	
Health & Physical Education	1000 / 180	7,984	3,509	0	3,509	1,299	37%	3,509	0	0	
Social Studies	1000 / 190	4,271	9,830	0	9,830	6,122	62%	9,830	0	0	
Vocational Education	1000 / 300	0	0	0	0	0	0%	0	0	0	
Business Education	1000 / 310	149	1,853	0	1,853	270	15%	1,853	0	0	
Family & Consumer Science	1000 / 320	9,680	9,050	0	9,050	2,072	23%	9,050	0	0	
Music	1000 / 350	16,800	16,678	1,474	18,152	8,458	47%	18,152	0	1,474	See November Transfers Listing.
Technology Education	1000 / 360	4,614	12,106	0	12,106	2,361	20%	12,106	0	0	
Continuing Education	1000 / 600	15,773	15,343	0	15,343	15,343	100%	15,343	0	0	
Library/ Media Center	2220 / 440	27,027	34,542	0	34,542	25,649	74%	34,542	0	0	
Athletics	3200 / 910	52,592	60,500	0	60,500	26,437	44%	60,500	0	0	
Subtotal		341,335	301,871	1,474	303,345	136,395	45%	303,345	0	1,474	

BOARD OF EDUCATION
MONTHLY BUDGET STATUS AND PROFORMA YEAR END EXPENDITURES

BUDGET STATUS: November

	Function / Program	Unaudited Expenditures		Approved Budget	Adjust./ Transfers	Revised Budget		YTD Expended	YTD % Expended	Projected Expenditures	Projected Budget	Incr/(decr) from prior month proj.	November Changes/Transfers
		2020-2021	2021-2022			2021-2022	2021-2022						
STUDENT SUPPORT SERVICES													
Special Education	1000 / 200	326,269	288,841	0	0	288,841	288,841	58,466	20%	260,946	27,895	(27,895)	Adjustment to projection to leave student support services at fully expended.
ESY Special Education	1000 / 210	21,055	22,788	0	0	22,788	22,788	8,561	38%	8,561	14,227	(14,227)	Savings from ESY program.
Tutorial & Homebound Instruction	1000 / Var	398	3,800	0	0	3,800	3,800	0	0%	3,800	0	0	
Social Work	2110 / 000	0	445	0	0	445	445	0	0%	445	0	0	
Guidance	2120 / 430	4,727	5,392	0	0	5,392	5,392	4,700	87%	5,392	0	0	
Nursing & Medical	2130 / 000	2,297	5,920	0	0	5,920	5,920	1,782	30%	5,920	0	0	
Psychological Services	2140 / 200	1,456	2,554	0	0	2,554	2,554	385	15%	2,554	0	0	
Speech, Hearing & Language	2150 / 200	0	314	0	0	314	314	0	0%	314	0	0	
Transportation - SY SPED	2700 / 200	30,010	105,876	0	0	105,876	105,876	5,662	5%	105,876	0	0	
Transportation - ESY SPED	2700 / 210	1,920	20,782	0	0	20,782	20,782	11,013	53%	11,013	9,769	(9,769)	Savings from ESY program.
Subtotal		388,133	456,712	0	0	456,712	456,712	90,570	20%	404,822	51,890	(51,890)	
Excess Costs Grant		(22,565)	(51,890)	0	0	(51,890)	(51,890)	0	0%	0	(51,890)	51,890	We are not projecting any excess cost grant reimbursement. Currently there are no students exceeding the current state projected excess cost threshold of \$88,507.
Subtotal - Net of Excess Costs Grant		365,568	404,822	0	0	404,822	404,822	90,570	22%	404,822	0	(0)	
ADMINISTRATION, SUPPORT, & CENTRAL SERVICES													
Program Impr. & Evaluation	2210 / 100	25,988	21,563	0	0	21,563	21,563	4,677	22%	21,563	0	0	See November Transfers Listing.
Central Administration	2320 / 000	97,554	110,596	0	0	110,596	110,596	34,787	31%	110,596	0	0	
School Insurance	2330 / Var	133,532	148,672	0	0	148,672	148,672	72,391	49%	148,672	0	0	
Building Administration	2410 / Var	61,209	76,511	(917)	(917)	75,594	75,594	26,030	34%	75,594	0	(1,474)	See November Transfers Listing.
Fiscal Services	2510 / 000	49,325	86,059	(557)	(557)	85,502	85,502	13,208	15%	85,502	0	0	
Systems Management	2580 / Var	155,448	240,989	0	0	240,989	240,989	53,574	22%	240,989	0	0	
Subtotal		523,057	684,390	(1,474)	(1,474)	682,916	682,916	204,666	30%	682,916	0	(1,474)	
OPERATIONS & TRANSPORTATION													
Operations & Maintenance	2600 / 000	461,147	503,861	0	0	503,861	503,861	197,777	39%	503,861	0	0	See November Transfers Listing.
Transportation	2700 / Var	522,854	576,795	0	0	576,795	576,795	166,235	29%	576,795	0	0	
Subtotal		984,001	1,080,656	0	0	1,080,656	1,080,656	364,013	34%	1,080,656	0	0	

BOARD OF EDUCATION
MONTHLY BUDGET STATUS AND PROFORMA YEAR END EXPENDITURES

BUDGET STATUS: November

Function / Program	Unaudited Expenditures 2020-2021	Approved Budget 2021-2022	Budget Adjust./ Transfers	Revised Budget 2021-2022	YTD Expended 11/30/21	YTD Expended %	Projected Expenditures 2021-2022	Projected ^ Budget Balance +/-	Incr (decr) from prior month proj.	November
										Changes/Transfers
Salaries & Wages	Var / Var 9,136,215	9,752,021	0	9,752,021	2,655,138	27%	9,752,021	0	0	Insurance changes from life events and new hires electing lower coverage. See Transfer Request below
Personnel Benefits	2570 / Var 2,495,165	2,645,154	0	2,645,154	783,778	30%	2,565,154	80,000	(80,000)	
Subtotal		11,631,380	0	12,397,175	3,438,916	28%	12,317,175	80,000	(80,000)	

PROGRAM	341,335	301,871	1,474	303,345	136,395	45%	303,345	0	1,474	
REGULAR INSTRUCTION	341,335	301,871	1,474	303,345	136,395	45%	303,345	0	1,474	
STUDENT SUPPORT SERVICES	365,568	404,822	0	404,822	90,570	22%	404,822	0	(0)	
ADMIN/SUPPORT/CENTRAL SERVICES	523,057	684,390	(1,474)	682,916	204,666	30%	682,916	0	(1,474)	
OPERATIONS/TRANSPORTATION	984,001	1,080,656	0	1,080,656	364,013	34%	1,080,656	0	0	
SALARIES/EMPLOYEE BENEFITS	11,631,380	12,397,175	0	12,397,175	3,438,916	28%	12,317,175	80,000	(80,000)	
TOTAL EDUCATION BUDGET	13,845,341	14,868,914	0	14,868,914	4,234,560	28%	14,788,914	80,000	(80,000)	

TICKMARK NOTES: FY2021 Comparative Expenditure % => 30%

Var= There are various/multiple programs associated with the function.
^Projected budget balance: Positive amounts will reflect a budget under expenditures and (negative) amounts reflects a budget over expenditures.

APPROVAL REQUIRED (Budget Transfers over \$10,000):

1. Requesting transfer of \$30,800 from Benefits to fund replacement of failing teacher chromebooks.

Budget	Amount	From Line Item	Amount	To Line Item
Personnel Benefits	30,800	Insurance	30,800	Technology Equipment
Instructional Technology				
Total:	30,800		30,800	

BOE TRANSFER LISTING - NOVEMBER

FUNCTION / PROGRAM	FROM	TO	ACCOUNT	AMOUNT
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Reclass: To pay for Interpreter services for a meeting.				
2410 / 0	BCS		General Supplies for Classrooms	(\$56.25)
2410 / 0		BCS	Professional Services	\$56.25

Reclass: To cover increase in periodical subscriptions cost.				
1000 / 105	BHS		Art Dues & Fees	(\$6.89)
1000 / 105		BHS	Periodicals	\$6.89

Reclass: To purchase parts for BCS to repair: Parking Lot Lights, Red Truck's Disc Brakes, Snow blower repair, and Tractor tire repair.				
2600 / 0	BCS		Electricity	(\$1,500.00)
2600 / 0		BCS	Operation and Maint. Supplies	\$200.00
2600 / 0		BCS	Non-Tech Rep. and Maint.	\$1,300.00

Reclass: To purchase parts for BHS to repair: Roofing repairs, Green Truck Exhaust Manifold, & Brake parts and repairs.				
2600 / 0	BHS		Electricity	(\$2,900.00)
2600 / 0		BHS	Operation and Maint. Supplies	\$700.00
2600 / 0		BHS	Non-Tech Rep. and Maint.	\$2,200.00

Reclass: To cover cost of Vacuum Belts.				
2600 / 0	BCS		Electricity	(\$120.00)
2600 / 0		BCS	Operation and Maint. Supplies	\$120.00

To cover BHS Drama "Chicago: Teen Edition" fees & dues.				
2410 / 0	BHS		Food	(\$480.00)
2410 / 0		BHS	Dues & Fees	\$480.00

Reclass: To purchase parts for BHS Tractor and Snow blower				
2600 / 0	BHS		Electricity	(\$68.52)
2600 / 0		BHS	Operation and Maint. Supplies	\$68.52

Reclass: To purchase parts for BCS Truck				
2600 / 0	BCS		Electricity	(\$200.00)
2600 / 0		BCS	Operation and Maint. Supplies	\$200.00

Reclass: To purchase cups for BCS and BHS.

2600 / 0	BCS	Electricity	(\$365.00)
2600 / 0		BCS Operation and Maint. Supplies	\$365.00
2600 / 0	BHS	Electricity	(\$185.00)
2600 / 0		BHS Operation and Maint. Supplies	\$185.00

Music subscriptions and instructional supplies came in higher than budget.

2410 / 0	BCS	General Supplies for Classrooms	(\$1,474.00)
1000 / 350		BCS Instructional Supplies	\$650.00
1000 / 350		BCS Online Subscription Services	\$824.00

Reclass: To cover shortfall in Capital Reserves for BHS HVAC Controllers. Pricing significantly increased since verbal quote obtained during budget process. BOE approved 11/11/21.

2600 / 0	BHS	Electricity	(\$10,000.00)
2600 / 0	BCS	Electricity	(\$2,020.00)
2600 / 0		BHS BOE Capital Equipment	\$12,020.00

Reclass: To cover shortfall in Capital Reserves for BHS Commons Visual Lighting project. Pricing increased since verbal quote obtained during budget process.

2600 / 0	BCS	Electricity	(\$645.00)
2600 / 0		BHS BOE Capital Equipment	\$645.00

Reclass: To cover additional cost needed at BCS for Great Schools Partnership trainings.

2210 / 100	BHS	Instructional Staff PD	(\$3,039.50)
2210 / 100		BCS Instructional Staff PD	\$3,039.50

Reclass: To pay for Interpreter for a parent/teacher conference.

2410 / 0	BCS	General Supplies for Classrooms	(\$42.50)
2410 / 0		BCS Professional Services	\$42.50

<p style="text-align: center;">Report Commentary FY2023</p>

As of November 30, 2022, we have expended 29% of the appropriated budget or \$4,349,446 and in 2021, we expended 28%. We are currently projecting the budget to be fully expended at \$15,158,666.

Transfers:

The BOE approved all transfers at their December 7, 2022 meeting.

Transfers over \$10,000:

None

Attachments:

- FY2023 Budget status - November
- FY2022 Budget status - November

Factors That May Impact the Budget

1. Future possible/probable increased expenditures in special education such as educational programming changes required by students' Individual Educational Plans (IEP) including the possibility of future outplacements.
2. The Excess Cost Reimbursement threshold won't be known until sometime in November. The preliminary percentage to be reimbursed by the state is not released until late February and may still be revised in late May. These percentages are based on the special education excess cost report by all districts to the state in December and March of every year.
3. Significant increase/decrease in the cost and usage of energy, tuition and transportation rates, and other professional services. In addition, the current year presents significant cost increases in general due to the market/economy's overall issues related supply chain, staffing, and demand higher than supply.
4. Contractual payouts for benefits on retirements or resignation of unused earned time.
5. Long term substitute coverage for maternities and sickness.

BOARD OF EDUCATION'S APPROVED BUDGET

BUDGET STATUS: November

	Function / Program	Unaudited	Approved	Budget	Revised	YTD	YTD	Approved	Projected	Incr(Decr)	November
		Expenditures 2021-2022	Budget 2022-2023	Adjust./ Transfers	Budget 2022-2023	Expended 11/30/22	% Expended	Budget 2022-2023	Budget Balance +/-	from prior month proj.	Changes/Transfers
REGULAR INSTRUCTION											
Instructional Technology	1000 / 100	91,521	44,450	0	44,450	4,731	11%	44,450	0	0	
Art	1000 / 105	9,191	9,326	0	9,326	5,496	59%	9,326	0	0	
English Language Arts	1000 / 110	19,731	24,840	684	25,524	15,156	59%	25,524	0	0	
World Language	1000 / 120	5,059	5,724	0	5,724	4,377	76%	5,724	0	0	
Computer Instruction	1000 / 140	11,583	14,065	0	14,065	3,938	28%	14,065	0	0	
Mathematics	1000 / 160	10,846	24,691	817	25,508	25,746	101%	25,508	0	0	
Science	1000 / 170	16,520	14,630	(395)	14,235	3,304	23%	14,235	0	0	
Health & Physical Education	1000 / 180	5,175	2,445	0	2,445	870	36%	2,445	0	0	See Budget Transfer Listing.
Social Studies	1000 / 190	16,886	6,774	0	6,774	4,011	59%	6,774	0	0	
Vocational Education	1000 / 300	0	0	0	0	0	0%	0	0	0	
Business Education	1000 / 310	270	3,438	0	3,438	2,938	85%	3,438	0	0	
Family & Consumer Science	1000 / 320	12,082	9,050	0	9,050	3,147	35%	9,050	0	0	
Music	1000 / 350	23,883	15,817	318	16,135	6,114	38%	16,135	0	0	
Technology Education	1000 / 360	9,281	13,099	0	13,099	2,711	21%	13,099	0	0	
Continuing Education	1000 / 600	15,343	15,336	0	15,336	15,336	100%	15,336	0	0	
Library Media Center	2220 / 440	33,551	40,071	0	40,071	30,822	77%	40,071	0	0	See Budget Transfer Listing.
Athletics	3200 / 910	56,386	61,500	0	61,500	28,389	46%	61,500	0	0	
Subtotal		337,306	305,256	1,423	306,679	157,086	51%	306,679	0	0	

BOARD OF EDUCATION'S APPROVED BUDGET

BUDGET STATUS:

November

	Function	Expenditures / Program	Unaudited	Approved	Budget	Revised	YTD	YTD	Approved	Projected	Incr/(dec)	November
			2021-2022	2022-2023	Adjust./ Transfers	2022-2023	11/30/22	% Expended	2022-2023	Budget Balance +/-	from prior month proj.	Changes/Transfers
STUDENT SUPPORT SERVICES												
Special Education	1000 / 200	218,776	219,221	0	219,221	59,959	27%	219,221	0	0	0	
ESY Special Education	1000 / 210	8,561	17,389	0	17,389	13,157	76%	17,389	0	0	0	
Tutorial & Homebound Instruction	1000 / Var	0	3,800	0	3,800	0	0%	3,800	0	0	0	
Social Work	2110 / 000	0	490	0	490	0	0%	490	0	0	0	
Guidance	2120 / 430	4,950	5,520	0	5,520	4,987	90%	5,520	0	0	0	
Nursing & Medical	2130 / 000	4,038	7,796	0	7,796	2,839	36%	7,796	0	0	0	
Psychological Services	2140 / 200	618	3,149	0	3,149	798	25%	3,149	0	0	0	
Speech, Hearing & Language	2150 / 200	0	1,168	0	1,168	926	79%	1,168	0	0	0	
Transportation - SY SPED	2700 / 200	27,162	56,900	0	56,900	15,829	28%	56,900	0	0	0	
Transportation - ESY SPED	2700 / 210	11,013	15,550	0	15,550	17,010	109%	15,550	0	0	0	
Subtotal		275,119	330,983	0	330,983	115,504	35%	330,983	0	0	0	
Excess Costs Grant		0	(10,646)	0	(10,646)	0	0%	(10,646)	0	0	0	
Subtotal - Net of Excess Costs Grant		275,119	320,337	0	320,337	115,504	36%	320,337	0	0	0	
ADMINISTRATION, SUPPORT, & CENTRAL SERVICES												
Program Impr. & Evaluation	2210 / 100	18,507	21,685	0	21,685	5,433	25%	21,685	0	0	0	
Central Administration	2320 / 000	68,605	113,802	0	113,802	35,671	31%	113,802	0	0	0	
School Insurance	2330 / Var	148,024	153,545	0	153,545	73,442	48%	153,545	0	0	0	
Building Administration	2410 / Var	62,865	79,174	(1,423)	77,751	27,200	35%	77,751	0	0	0	See Budget Transfer Listing.
Fiscal Services	2510 / 000	73,511	85,335	0	85,335	14,927	17%	85,335	0	0	0	
Systems Management	2580 / Var	226,523	263,662	0	263,662	49,958	19%	263,662	0	0	0	
Subtotal		598,034	717,203	(1,423)	715,780	206,632	29%	715,780	0	0	0	

BOARD OF EDUCATION'S APPROVED BUDGET

BUDGET STATUS: November

Function / Program	Unaudited Expenditures 2021-2022	Approved Budget 2022-2023	Budget Adjust./ Transfers	Revised Budget 2022-2023	YTD Expended 11/30/22	YTD % Expended	Approved Budget 2022-2023			Projected Budget Balance +/- month proj.	Incr/(decr) from prior month proj.	November Changes/Transfers
							Budget	Transfers	Budget			
OPERATIONS & TRANSPORTATION												
Operations & Maintenance	2600 / 000	620,458	503,439	0	503,439	175,999	35%	503,439	0	0	0	
Transportation	2700 / Var	581,151	602,493	0	602,493	174,607	29%	602,493	0	0	0	
Subtotal		1,201,609	1,105,932	0	1,105,932	350,606	32%	1,105,932	0	0	0	
SALARIES/WAGES & EMPLOYEE BENEFITS												
Salaries & Wages	Var / Var	9,425,260	9,900,181	0	9,900,181	2,660,978	27%	9,900,181	0	0	0	
Personnel Benefits	2570 / Var	2,405,817	2,809,757	0	2,809,757	858,639	31%	2,809,757	0	0	0	
Subtotal		11,831,077	12,709,938	0	12,709,938	3,519,617	28%	12,709,938	0	0	0	
SUMMARY OF ALL PROGRAMS												
REGULAR INSTRUCTION		337,306	305,256	1,423	306,679	157,086	51%	306,679	0	0	0	
STUDENT SUPPORT SERVICES		275,119	320,337	0	320,337	115,504	36%	320,337	0	0	0	
ADMIN/SUPPORT/CENTRAL SERVICES		598,034	717,203	(1,423)	715,780	206,632	29%	715,780	0	0	0	
OPERATIONS/TRANSPORTATION		1,201,609	1,105,932	0	1,105,932	350,606	32%	1,105,932	0	0	0	
SALARIES/EMPLOYEE BENEFITS		11,831,077	12,709,938	0	12,709,938	3,519,617	28%	12,709,938	0	0	0	
TOTAL EDUCATION BUDGET		14,243,145	15,158,666	0	15,158,666	4,349,446	29%	15,158,666	0	0	0	

TICKMARK NOTES:

Var=There are various/multiple programs associated with the function.

~Projected budget balance: Positive amounts will reflect a budget under expenditures and (negative) amounts reflects a budget over expenditures.

APPROVAL REQUIRED (Budget Transfers over \$10,000): None

FY2022 Comparative Expenditure %=> **28%**

BOE TRANSFER LISTING: November

FUNCTION / PGM	FROM	TO	ACCOUNT	AMOUNT
Reclass: To purchase CT Association for Health, Physical Education, Recreation and Dance Membership and Conference.				
1000 /	180	BHS	Instructional Supplies	-\$430.00
1000 /	180	BHS	Dues & Fees	\$430.00
Reclass: To purchase SignUpGenius Pro Gold Annual Subscription.				
2410 /	0	BHS	Technology Related Repairs and Maint.	-\$269.89
2410 /	0	BHS	Online Subscription Services	\$269.89
Reclass: To cover for portion of Music Theatre International Mama Mia Production Fees.				
2410 /	0	BHS	Professional Development	-\$300.00
2410 /	0	BHS	Dues & Fees	\$300.00
Reclass: To cover shortfall in LMC - CLC Membership Dues.				
2220 /	440	BCS	Other Supplies	-\$0.66
2220 /	440	BCS	Dues & Fees	\$0.66

BOLTON BUDGET WORKSHOP

BOARD OF FINANCE

NO. 2

Code 4115	BOARD OF FINANCE	Unaudited Actual Expenditures 2021-2022	Approp. for this year 2022-2023	Request for 2023-2024	Proposed by Selectmen 2023-2024
Accounting Codes	Category				
51610	Payroll	1,699	1,300	1,800	
55400	Advertising	104	75	125	
56120	Office Operating Expenses	414	825	500	
	Total	2,217	2,200	2,425	0

BOLTON BUDGET WORKSHOP

AUDITING SERVICES

NO. 4

Code 4123	AUDITING SERVICES	Unaudited Actual Expenditures 2021-2022	Approp. for this year 2022-2023	Request for 2023-2024	Proposed by Selectmen 2023-2024
Accounting Codes	Category				
53410	Auditing Services	26,000	29,000	45,000	
	Total	26,000	29,000	45,000	0

**Town of Bolton, Connecticut
Board of Finance
Draft Budget Calendar
FY2024 Budget Review**

- 3/15/23 Board of Selectmen Budget Due to Board of Finance**
- 3/15/23 Board of Education Budget Due to Board of Finance**
- 3/16/23 Board of Finance Regular Meeting – with Board of Education re: FY2024 Budget
7:15 PM
- 3/21/23 Board of Finance Special Meeting – with Board of Selectmen re: FY2024 General Government,
Capital & Debt Budgets – Location TBD 7:15 PM **(THIS IS A TUESDAY)**
- 3/23/23 Board of Finance Special Meeting - Budget Deliberations (if necessary)
Location: TBD 7:15 PM
- 3/28/23 Board of Finance Special Meeting - Budget Deliberations (if necessary)
Location: TBD 7:15 PM **(THIS IS A TUESDAY)**
- 3/30/23 Board of Finance Special Meeting - Budget Deliberations (if necessary)
Location: TBD 7:15 PM
- 4/04/23 Board of Finance Special Meeting - Budget Deliberations (if necessary)
Location: TBD 7:15 PM **(THIS IS A TUESDAY)**
- 4/06/23 Board of Finance Special Meeting - Budget Deliberations (if necessary)
Location: TBD 7:15 PM
- 4/10-4/14/23 Bolton Public Schools Spring Recess
- 4/18/23 Board of Finance Special Meeting - Budget Deliberations (if necessary)
Location: TBD 7:15 PM **(THIS IS A TUESDAY)**
- 4/20/23 Board of Finance Regular
7:15 PM
- 4/21/23 Budget Filed with Town Clerk (5 days prior to Public Hearing)**
- 4/21/23 Public Notice Issued (5 days prior to Public Hearing)**
- 4/25/23 Public Hearing/Board of Finance Special Meeting (if necessary)**
Time: 7:15 PM (THIS IS A TUESDAY)
Location: TBD
- 5/04/23 Board of Finance Special Meeting (if necessary)
Location: TBD 7:15 PM
- 5/10/23 Board of Finance – Must adopt the budget on or before this date
- ?/??/?/?? Budget Filed with Town Clerk (5 days Prior to Referendum)**
- ?/??/?/?? Budget Question Due to Town Clerk (5 days prior referendum)**
- 5/18/23 Board of Finance Regular Meeting
7:15 PM
- ?/??/?/?? Budget Referendum**