

**BOLTON BOARD OF FINANCE
REGULAR MEETING
DECEMBER 15, 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, Charles Danna Jr., and Kristen Gourley (arrived at 7:25 P.M.)

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

Board of Education Members Present: Kristin Heckt

Staff Present: Chief Financial Officer Jill Collins

Others: Nick Lavigne CVC

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 none.

3) **Approval of Minutes:**

R. Munroe MOVED to approve the minutes as presented. A. Gordon SECONDED. By roll call vote, PASSES 4:0:1.

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

a) **Tax Collection Summary:**

The information was presented. R. Lally asked if anyone had questions on any of the line items. R. Munroe had questions on interest and why again the interest did not move. J. Collins disagreed, that the number has increased, just not by much. J. Collins mentioned she did contact the bank and received an interest rate increase of .5% versus what it was before at .08%. She reminded everyone that we only get interest on the money after the initial \$7 million.

b) **Town Update:**

J. Rupert discusses the highlighted line items and explains that all of these line items are where they are expected to be. C. Danna questioned why the Assessor line item is highlighted and J. Rupert explained that it's a staffing thing. M. Clarke asked why the Police line item is so low. J. Collins explains we don't get billed for the Resident State Trooper until the end of the year, and when this budget was created the Resident State Trooper we had was less experienced than the one we have now.

J. Rupert explained we needed to transfer funds for postage due to mailings by the Registrar of Voters and the Tax Office. A transfer was also necessary for the Tax Collector for the extra expense in legal notices for the extra billing, which also includes Supplemental Motor Vehicle ads as well as the June ad.

c) BOE Update:

K. Heckt said to expect to see significant changes in Special Education because of continuing changes. She says they will be in the hole for Special Education. She also explained they still have unfilled positions and people that are out sick with no sick time and the salary delta, but they are still trying to figure things out as to how they will cover the overages due to Special Education.

K. Heckt announced that she did apply for an HVAC grant through the State of Connecticut for HVAC improvement in schools. Our reimbursement rate if we should be approved would be 47.14%. K. Heckt says she applied for up to \$172,000.

K. Heckt tells BOF that she does not believe BOE will be able to give any money towards next year's budget. R. Lally asked if this was due primarily to Special Education, in which K. Heckt said it was. A. Gordon asked if she knew what she expects the Special Education budget to be. K. Heckt says today she believes they are in the hole about \$250,000, however they do have changes and they may not be able to be recognized until next month, and it's hard to say because it is a moving target.

d) Other:

J. Collins presented over the Supplemental Grand List. She explains that last year's percentage collected was 89% and this year's Grand List is higher, so she's expecting more revenue from the higher Grand List.

5) New Business:

a) Discussion and Possible Appointment of Board of Finance Member:

R. Lally announced that A. Rivera has resigned from the Board of Finance and that we now have a spot open. R. Munroe MOVED to accept Ashley M. Phelan as the new Board of Finance Member. C. Danna SECONDED. By roll call vote, 6:0:0 PASSES unanimously.

b) Approve FY2024 BOF and Auditor's Budgets:

J. Collins presented the budget to the BOF and asked if anyone wants to make any changes but this budget is what she recommends due to going over last year's budget because there wasn't enough in the salary line and unknown amount of referendums. Last years budgeted amount was \$2,200, last year's actual amount was \$2,217, and the request for this year is \$2,425.

K. Gourley MOVED to approve the budget as presented. R. Munroe SECONDED. By roll call, PASSES unanimously 6:0:0.

J. Collins presented the Auditor's budget. R. Lally said if he remembers correctly J. Collins recommended putting in a place holder for \$45,000. R. Lally said we could see if we can get an extension with our existing auditor or do an RFP, mentioning that other auditors are going to want more money. J. Rupert says once we put out the RFP it goes for 30 days. R. Lally recommends we decide after the RFP is out. C. Danna MOVED to accept a proposal and modify as needed when we interview people for the RFP. K. Gourley SECONDED. By roll call, PASSES unanimously 6:0:0.

c) Discuss Draft of Budget Calendar:

J. Collins presented the budget calendar to the BOF and asked if anyone needs to change anything. K. Heckt asked if BOE has until March 15th to present the budget, and expresses that she's hopeful that they will be able to have it done by the end of February. J. Collins says we can switch it if need be. K. Heckt said she will do her best to get the BOE budget done for the 10th, but if not she will communicate that with the Board.

6) Adjournment: R. Lally adjourned this meeting at 8:48 P.M.

Next Meetings:

January 19, 2023

February 16, 2023

March 16, 2023

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.

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

As of December 31, 2022, we have expended 41% of the appropriated budget or \$6,205,712 and in 2021, we expended 40%. We are currently projecting budget expenditure of \$15,198,053, which is an over expenditure of \$39,387. This shortfall is driven by unanticipated special education outplacements and is still subject to change based on needs and actual excess cost reimbursement from the state.

Student Support Services: \$251,387 shortfall projected based on current IEP needs and unanticipated outplacements tuition, services, and transportation costs of \$359,529 offset by projected excess cost grant reimbursement of \$108,142.

Salary and Benefits: \$212,000 under expenditure projected from new hire salary and insurance changes from life events and new hires electing lower coverage.

Transfers:

The BOE approved all transfers at their January 12, 2023 meeting.

Transfers over \$10,000:

None

Attachments:

- FY2023 Budget status - December
- FY2022 Budget status - December

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: December

Function /Program	Unaudited Expenditures 2021-2022	Approved Budget 2022-2023	Budget Adjust./ Transfers	Revised Budget 2022-2023	YTD Expended 12/31/22	YTD % Expended	Approved Budget 2022-2023	Projected^ Budget Balance +/- month proj.	Incr(decr) from prior month proj.	December Changes/Transfers
REGULAR INSTRUCTION										
Instructional Technology	91,521	44,450	0	44,450	4,731	11%	44,450	0	0	
Art	9,191	9,326	0	9,326	6,203	67%	9,326	0	0	
English Language Arts	19,731	24,840	5,184	30,024	17,336	58%	30,024	0	4,500	See Budget Transfer Listing.
World Language	5,059	5,724	0	5,724	4,489	78%	5,724	0	0	
Computer Instruction	11,583	14,065	0	14,065	4,038	29%	14,065	0	0	
Mathematics	10,846	24,691	1,817	26,508	25,746	97%	26,508	0	1,000	See Budget Transfer Listing.
Science	16,520	14,630	(395)	14,235	3,865	27%	14,235	0	0	
Health & Physical Education	5,175	2,445	0	2,445	1,271	52%	2,445	0	0	
Social Studies	16,886	6,774	0	6,774	5,010	74%	6,774	0	0	See Budget Transfer Listing.
Vocational Education	0	0	0	0	0	0%	0	0	0	
Business Education	270	3,438	0	3,438	2,938	85%	3,438	0	0	
Family & Consumer Science	12,082	9,050	0	9,050	3,819	42%	9,050	0	0	
Music	23,883	15,817	318	16,135	8,564	53%	16,135	0	0	
Technology Education	9,281	13,099	0	13,099	6,420	49%	13,099	0	0	
Continuing Education	15,343	15,336	0	15,336	15,336	100%	15,336	0	0	
Library Media Center	33,551	40,071	0	40,071	31,683	79%	40,071	0	0	
Athletics	56,386	61,500	0	61,500	38,303	62%	61,500	0	0	See Budget Transfer Listing.
Subtotal	337,306	305,256	6,923	312,179	179,753	58%	312,179	0	5,500	

BOARD OF EDUCATION'S APPROVED BUDGET

BUDGET STATUS: December

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STUDENT SUPPORT SERVICES										
Special Education	1000 / 200	218,776	0	219,221	102,917	47%	491,224	(272,003)	0	Unanticipated outplacement tuition and services.
ESY Special Education	1000 / 210	8,561	0	17,389	13,157	76%	17,389	0	0	
Tutorial & Homebound Instruction	1000 / Var	0	0	3,800	0	0%	3,800	0	0	
Social Work	2110 / 000	0	0	490	0	0%	490	0	0	
Guidance	2120 / 430	4,950	0	5,520	4,987	90%	5,520	0	0	
Nursing & Medical	2130 / 000	4,038	0	7,796	2,964	38%	7,796	0	0	
Psychological Services	2140 / 200	618	0	3,149	846	27%	3,149	0	0	
Speech, Hearing & Language	2150 / 200	0	0	1,168	1,002	86%	1,168	0	0	
Transportation - SY SPED	2700 / 200	27,162	0	56,900	41,387	73%	142,966	(86,066)	0	Unanticipated outplacement transportations.
Transportation - ESY SPED	2700 / 210	11,013	0	15,550	17,010	109%	17,010	(1,460)	0	Actual higher than expected
Subtotal		275,119	0	330,983	184,270	56%	690,512	(359,529)	0	
Excess Costs Grant		0	0	(10,646)	0	0%	(118,788)	108,142	0	Projected Excess Cost
Subtotal - Net of Excess Costs Grant		275,119	0	320,337	184,270	58%	571,724	(251,387)	0	
ADMINISTRATION, SUPPORT, & CENTRAL SERVICES										
Program Impr. & Evaluation	2210 / 100	18,507		21,685	5,433	32%	17,185	0	(4,500)	See Budget Transfer Listing.
Central Administration	2320 / 000	68,605		113,802	41,412	36%	113,802	0	0	
School Insurance	2330 / Var	148,024		153,545	108,356	71%	153,545	0	0	
Building Administration	2410 / Var	62,865		79,174	32,684	43%	76,751	0	(1,000)	See Budget Transfer Listing.
Fiscal Services	2510 / 000	73,511		85,335	18,656	22%	85,335	0	0	
Systems Management	2580 / Var	226,523		263,662	99,049	38%	263,662	0	0	
Subtotal		598,034		717,203	305,590	43%	710,280	0	(5,500)	

BOARD OF EDUCATION'S APPROVED BUDGET

BUDGET STATUS: December

Function /Program	Unaudited Expenditures 2021-2022	Approved Budget 2022-2023	Budget Adjust./ Transfers	Revised Budget 2022-2023	YTD Expended 12/31/22	YTD % Expended	Approved Budget 2022-2023	Projected^ Budget Balance +/- month proj.	Incr (decr) from prior	December Changes/Transfers
OPERATIONS & TRANSPORTATION										
Operations & Maintenance	2600 / 000	620,458	503,439	0	503,439	42%	503,439	0	0	
Transportation	2700 / Var	581,151	602,493	0	602,493	47%	602,493	0	0	
Subtotal		1,201,609	1,105,932	0	1,105,932	45%	1,105,932	0	0	
SALARIES/WAGES & EMPLOYEE BENEFITS										
Salaries & Wages	Var / Var	9,425,260	9,900,181	0	9,900,181	39%	9,853,181	47,000	(47,000)	Projected savings of \$181K offset by \$134K substitute coverage and assignment changes.
Personnel Benefits	2570 / Var	2,405,817	2,809,757	0	2,809,757	43%	2,644,757	165,000	(165,000)	Projected insurance benefit savings from prorated new hire/vacancies/life events.
Subtotal		11,831,077	12,709,938	0	12,709,938	40%	12,497,938	212,000	(212,000)	
SUMMARY OF ALL PROGRAMS										
REGULAR INSTRUCTION		337,306	305,256	6,923	312,179	58%	312,179	0	5,500	
STUDENT SUPPORT SERVICES		275,119	320,337	0	320,337	58%	571,724	(251,387)	0	
ADMIN/SUPPORT/CENTRAL SERVICES		598,034	717,203	(6,923)	710,280	43%	710,280	0	(5,500)	
OPERATIONS/TRANSPORTATION		1,201,609	1,105,932	0	1,105,932	45%	1,105,932	0	0	
SALARIES/EMPLOYEE BENEFITS		11,831,077	12,709,938	0	12,709,938	40%	12,497,938	212,000	(212,000)	
TOTAL EDUCATION BUDGET		14,243,145	15,158,666	(0)	15,158,666	41%	15,198,053	(39,387)	(212,000)	

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 %=> **40%**

BOE TRANSFER LISTING: December

FUNCTION / PGM	FROM	TO	ACCOUNT	AMOUNT
To purchase student materials for reading pilots.				
2210 / 100		BCS	Instructional Staff PD	(\$4,500.00)
1000 / 110	BCS		Instructional Supplies	\$4,500.00
Reclass: To purchase additional books for Grade K & 1 classrooms due to increased enrollment.				
1000 / 110		BCS	Online Subscription Services	(\$800.00)
1000 / 110	BCS		Textbooks	\$800.00
Reclass: To cover shortfall in athletic uniform account.				
3200 / 910		BHS	Coaching Clinics	(\$278.18)
3200 / 910	BHS		Uniforms	\$278.18
Reclass: To cover shortfall in Health/PE Fitness equipment repair & maintenance.				
1000 / 180		BHS	Instructional Supplies	(\$225.68)
1000 / 180	BHS		Non-Technology Related Repairs	\$225.68
Reclass: To purchase additional social studies supplies.				
1000 / 190		BCS	Periodicals	(\$477.62)
1000 / 190	BCS		Instructional Supplies	\$477.62
To purchase additional math supplies.				
2410 / 0		BCS	General Supplies for Classrooms	(\$1,000.00)
1000 / 160	BCS		Instructional Supplies	\$1,000.00

Report Commentary FY2022

As of December 31, 2021, we have expended 40% of the appropriated budget or \$5,891,416 and in 2020, we expended 41%. We are currently projecting expenditures of \$14,788,854 an under expenditure of \$80,060 which is increase of \$60 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: \$38,000 in actualized salary savings on new hire.

Transfers:

The BOE approved all transfers presented at their January 13, 2022 meeting.

Transfers over \$10,000:

The BOE approved transfers of \$30,000 to Operations and \$8,000 to Systems Management from Salaries to cover shortfalls in operating and maintenance costs and for contracted services from Eastconn for software licenses, administration, and support.

Attachments:

- Budget status - FY2022
- BOE Transfers Listing – December
- Memo to BOF – Memo to BOF 1-13-22 - 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: December

Function /Program	Unaudited Expenditures 2020-2021	Approved Budget 2021-2022	Budget Adjust./ Transfers	Revised Budget 2021-2022	YTD Expended 12/31/21	YTD % Expended	Projected Expenditures 2021-2022	Projected^ Budget Balance +/- month proj.	Incr(decr) from prior	December Changes/Transfers
REGULAR INSTRUCTION										
Instructional Technology	112,625	54,146	30,728	84,874	5,740	7%	84,874	0	30,800	See December Transfers Listing.
Art	10,270	10,571	0	10,571	6,386	60%	10,571	0	0	
English Language Arts	19,695	19,924	0	19,924	16,392	82%	19,924	0	0	
World Language	14,111	5,734	0	5,734	3,667	64%	5,734	0	0	
Computer Instruction	13,536	14,143	72	14,215	4,658	33%	14,215	0	0	
Mathematics	24,541	16,703	0	16,703	4,840	29%	16,703	0	0	
Science	7,668	17,239	0	17,239	10,891	63%	17,239	0	0	
Health & Physical Education	7,984	3,509	0	3,509	1,299	37%	3,509	0	0	
Social Studies	4,271	9,830	0	9,830	6,444	66%	9,830	0	0	
Vocational Education	0	0	0	0	0	0%	0	0	0	
Business Education	149	1,853	0	1,853	270	15%	1,853	0	0	
Family & Consumer Science	9,680	9,050	0	9,050	2,549	28%	9,050	0	0	
Music	16,800	16,678	1,474	18,152	8,922	49%	18,152	0	0	
Technology Education	4,614	12,106	0	12,106	2,789	23%	12,106	0	0	
Continuing Education	15,773	15,343	0	15,343	15,343	100%	15,343	0	0	
Library Media Center	27,027	34,542	0	34,542	26,349	76%	34,542	0	0	
Athletics	52,592	60,500	0	60,500	27,076	45%	60,500	0	0	
Subtotal	341,335	301,871	32,274	334,145	143,617	43%	334,145	0	30,800	

BOARD OF EDUCATION

MONTHLY BUDGET STATUS AND PROFORMA YEAR END EXPENDITURES

BUDGET STATUS: December

Function /Program	Unaudited Expenditures 2020-2021	Approved Budget 2021-2022	Budget Adjust./ Transfers	Revised Budget 2021-2022	YTD Expended 12/31/21	YTD % Expended	Projected Expenditures 2021-2022	Projected^ Budget Balance +/- month proj.	Incr(decr) from prior	December Changes/Transfers
STUDENT SUPPORT SERVICES										
Special Education	1000 / 200	326,269	288,841	0	288,841	28%	260,946	27,895	0	
ESY Special Education	1000 / 210	21,055	22,788	0	22,788	38%	8,561	14,227	0	
Tutorial & Homebound Instruction	1000 / Var	398	3,800	0	3,800	0%	3,800	0	0	
Social Work	2110 / 000	0	445	0	445	0%	445	0	0	
Guidance	2120 / 430	4,727	5,392	0	4,950	92%	5,392	0	0	
Nursing & Medical	2130 / 000	2,297	5,920	0	1,782	30%	5,920	0	0	
Psychological Services	2140 / 200	1,456	2,554	0	385	15%	2,554	0	0	
Speech, Hearing & Language	2150 / 200	0	314	0	0	0%	314	0	0	
Transportation - SY SPED	2700 / 200	30,010	105,876	(15,476)	6,702	7%	90,400	0	(15,476)	See December Transfers Listing
Transportation - ESY SPED	2700 / 210	1,920	20,782	0	11,013	53%	11,013	9,769	0	
Subtotal		388,133	456,712	(15,476)	115,549	26%	389,346	51,890	(15,476)	
Excess Costs Grant		(22,565)	(51,890)	0	0	0%	0	(51,890)	0	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	(15,476)	115,549	30%	389,346	0	(15,476)	
ADMINISTRATION, SUPPORT, & CENTRAL SERVICES										
Program Impr. & Evaluation	2210 / 100	25,988	21,563	0	21,563	26%	21,563	0	0	
Central Administration	2320 / 000	97,554	110,596	0	36,617	33%	110,596	0	0	
School Insurance	2330 / Var	133,532	148,672	0	106,779	72%	148,672	0	0	
Building Administration	2410 / Var	61,209	76,511	(917)	30,256	40%	75,594	0	0	
Fiscal Services	2510 / 000	49,325	86,059	(557)	15,768	18%	85,502	0	0	
Systems Management	2580 / Var	155,448	240,989	0	78,338	33%	240,989	0	0	
Subtotal		523,057	684,390	(1,474)	273,325	40%	682,916	0	0	

BOARD OF EDUCATION

MONTHLY BUDGET STATUS AND PROFORMA YEAR END EXPENDITURES

BUDGET STATUS: December

Function /Program	Unaudited Expenditures 2020-2021	Approved Budget 2021-2022	Budget Adjust./ Transfers	Revised Budget 2021-2022	YTD Expended 12/31/21	YTD % Expended	Projected Expenditures 2021-2022	Projected^ Budget Balance +/- month proj.	Incr(decr) from prior	December Changes/Transfers
OPERATIONS & TRANSPORTATION										
Operations & Maintenance	461,147	503,861	7,140	511,001	230,228	45%	511,001	0	7,140	See December Transfers Listing
Transportation	522,854	576,795	15,476	592,271	220,151	37%	592,271	0	15,476	See December Transfers Listing
Subtotal	984,001	1,080,656	22,616	1,103,272	450,378	41%	1,103,272	0	22,616	
SALARIES/WAGES & EMPLOYEE BENEFITS										
Salaries & Wages	9,136,215	9,752,021	0	9,752,021	3,801,088	39%	9,714,021	38,000	(38,000)	Underexpenditures from new hire/vacancy savings. See Transfer Request below.
Personnel Benefits	2,495,165	2,645,154	(37,940)	2,607,214	1,107,459	42%	2,565,154	42,060	0	See December Transfers Listing.
Subtotal	11,631,380	12,397,175	(37,940)	12,359,235	4,908,547	40%	12,279,175	80,060	(38,000)	
SUMMARY OF ALL PROGRAMS										
REGULAR INSTRUCTION	341,335	301,871	32,274	334,145	143,617	43%	334,145	0	30,800	
STUDENT SUPPORT SERVICES	365,568	404,822	(15,476)	389,346	115,549	30%	389,346	0	(15,476)	
ADMIN/SUPPORT/CENTRAL SERVICES	523,057	684,390	(1,474)	682,916	273,325	40%	682,916	0	0	
OPERATIONS/TRANSPORTATION	984,001	1,080,656	22,616	1,103,272	450,378	41%	1,103,272	0	22,616	
SALARIES/EMPLOYEE BENEFITS	11,631,380	12,397,175	(37,940)	12,359,235	4,908,547	40%	12,279,175	80,060	(38,000)	
TOTAL EDUCATION BUDGET	13,845,341	14,868,914	0	14,868,914	5,891,416	40%	14,788,854	80,060	(60)	

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.

FY2021 Comparative Expenditure % => 41%

Transfers Requested (see below): (38,000)

PROJECTED BALANCE BOE: 42,060

BOARD OF EDUCATION

MONTHLY BUDGET STATUS AND PROFORMA YEAR END EXPENDITURES

BUDGET STATUS: December

Function /Program	Unaudited Expenditures 2020-2021	Approved Budget 2021-2022	Budget Adjust./ Transfers	Revised Budget 2021-2022	YTD Expended 12/31/21	YTD % Expended	Projected Expenditures 2021-2022	Projected^ Budget Balance +/-	Incr(decr) from prior month proj.	December Changes/Transfers
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APPROVAL REQUIRED (Budget Transfers over \$10,000):

1. Requesting transfer of \$30,000 from Salary to Operation. To cover projected shortfalls in rental, repairs & maintenance, parts, and supplies.

Budget	Amount	From Line Item	Amount	To Line Item
Salaries & Wages	30,000	Salary		
			16,000	Non-Tech Rep. and Maint. (non-recurring)
			6,000	Operation and Maint. Supplies
			5,000	Purchased Property Services (recurring)
Operations & Maintenance			3,000	Rental Of Equipment And Vehicles
Total:	30,000		30,000	

2. Requesting transfer of \$8,000 from Salary to Systems. To cover contracted services from Eastconn for software licenses, administration, and support.

Budget	Amount	From Line Item	Amount	To Line Item
Salaries & Wages	8,000	Salary		
Systems Management			8,000	Professional Services
Total:	8,000		8,000	

BOE TRANSFER LISTING - DECEMBER

FUNCTION / PROGRAM	FROM	TO	ACCOUNT	AMOUNT
To cover cost of homeless student transportation. Transfer from Student Support Services to Operation & Transportation budget.				
2700 / 201	BPS		Transportation Home to School	(\$15,476.00)
2700 / 100		BPS	Transportation Home to School	\$15,476.00
Reclass: To purchase parts to repair BHS Utility Truck Alternator				
2600 / 0	BHS		Electricity	(\$250.00)
2600 / 0		BHS	Operation and Maint. Supplies	\$250.00
Reclass: To reallocate PD funds from BHS to BCS.				
2210 / 100	BHS		Instructional Staff PD	(\$2,043.00)
2210 / 100		BCS	Instructional Staff PD	\$2,043.00
Reclass: To purchase IceMelt for BCS & BHS				
2600 / 0	BCS		Electricity	(\$295.00)
2600 / 0		BCS	Operation and Maint. Supplies	\$295.00
2600 / 0	BHS		Electricity	(\$262.84)
2600 / 0	BHS		Communications	(\$5.57)
2600 / 0		BHS	Operation and Maint. Supplies	\$268.41
Reclass: To cover increase in BCS Postage Meter Rental, due to expiration of 3 year contract pricing.				
2410 / 0	BCS		General Supplies for Classrooms	(\$59.25)
2410 / 0		BCS	Rentals	\$59.25
Reclass: To create PO for BCS Drain repair from Northeast Rooter estimated at \$1,000				
2600 / 0	BCS		Electricity	(\$650.00)
2600 / 0		BCS	Non-Tech Rep. and Maint.	\$650.00
Reclass: To purchase Letterhead and Envelopes.				
2410 / 0	BCS		General Supplies for Classrooms	(\$600.00)
2410 / 0		BCS	Printing & Binding	\$600.00
Reclass: To cover estimated cost to repair BHS Heat Pump in weight Room, HVAC Fan Motor, and previous repair estimates coming in higher than projected.				
2600 / 0	BCS		Electricity	(\$5,000.00)
2600 / 0		BHS	Non-Tech Rep. and Maint.	\$5,000.00
Reclass: To cover shortfall due to increase pricing for BHS facility.				
2600 / 0	BCS		Electricity	(\$2,600.00)
2600 / 0		BHS	Purchased Property Services	\$2,600.00

Reclass: To correct BCS & BHS Dues and Fees to actuals.					
2600	/	0	BHS	Dues & Fees	(\$320.00)
2600	/	0	BCS	Dues & Fees	\$320.00

To cover replacement of failing chromebooks at BCS. BOE approved 12/9/21.					
1000	/	100	BCS	Health Insurance	(\$30,800.00)
1000	/	100	BCS	Technology Related Hardware -Instr.	\$19,250.00
1000	/	100	BHS	Technology Related Hardware -Instr.	\$11,550.00

Reclass: To create an Amazon PO to purchase GPS Navigator Unit for BHS Clock System					
2600	/	0	BPS	Communications	(\$55.00)
2600	/	0	BHS	Operation and Maint. Supplies	\$55.00

Reclass: To cover shortfall for ice melt invoice.					
2600	/	0	BPS	Communications	(\$15.49)
2600	/	0	BHS	Operation and Maint. Supplies	\$15.49

Reclass: Reallocate from Sped district services to Sped BCS & BHS based on projected needs at each building.					
2100	/	200	BCS	Evaluations and other services	\$11,667.00
2100	/	200	BHS	Evaluations and other services	\$3,000.00
2100	/	200	BPS	Evaluations and other services	(\$14,667.00)

Budget Transfer for BCS: Transfer money in order to purchase additional instructional supplies					
1000	/	120	BCS	Textbooks	(\$250.00)
1000	/	120	BCS	Instructional Supplies	\$250.00

Reclass: To purchase Textbook - Spanish four years with AP Component					
1000	/	120	BHS	Online Subscription Services	(\$200.00)
1000	/	120	BHS	Textbooks	\$200.00

Reclass: To create BCS PO for GOEHRING to repair Parking Lot lights					
2600	/	0	BHS	Non-Tech Rep. and Maint.	(\$500.00)
2600	/	0	BCS	Non-Tech Rep. and Maint.	\$500.00

Reclass: Reallocate from BCS to BHS to cover online AP English course.					
2210	/	100	BHS	Instructional Staff PD	\$650.00
2210	/	100	BCS	Instructional Staff PD	(\$650.00)

To cover projected BHS HVAC repairs/service.					
1000	/	200	BCS	Health Insurance	(\$6,000.00)
2600	/	0	BHS	Non-Tech Rep. and Maint.	\$6,000.00

To cover NorthEast Rooter Sewer PO #220853 Revision, invoice came in \$90 over estimate for BCS Drain Work					
1000	/	200	BCS	Health Insurance	(\$90.00)
2600	/	0	BCS	Non-Tech Rep. and Maint.	\$90.00

To cover cost to replace BHS Bottle filling station on one of the drinking fountains for \$700, and to cover a \$350 budget shortfall for BHS Other Supplies.

1000 / 200	BCS	Health Insurance	(\$1,050.00)
2600 / 0	BHS	Other Supplies	\$1,050.00

**TAX COLLECTOR
12.31.22**

	ADOPTED	COLLECTIONS YTD	REFUNDS	RETURNED PAYMENTS	TAX COLL. TRANSFERS	NET COLLECTION 12.31.22	PERCENTAGE COLLECTED FY 23 BUDGET
CURRENT YR. LEVY	\$ 15,953,417.00	\$ 16,199,215.82	\$ (33,183.16)	\$ (14,577.84)	\$ 1,771.72	\$ 16,153,226.54	101.25%
MOTOR VEHICLE	\$ 1,737,991.00	\$ 1,651,073.65	\$ (7,370.95)	\$ (5,037.65)	\$ 264.34	\$ 1,638,929.39	94.30%
SUPP.-MV LEVY	\$ 175,000.00	2,814.06	\$ -	\$ -	\$ 116.20	\$ 2,930.26	1.67%
SUB TOTAL	\$ 17,866,408.00	\$ 17,853,103.53	\$ (40,554.11)	\$ (19,615.49)	\$ 2,152.26	\$ 17,795,086.19	99.60%
PRIOR YEARS	\$ 70,000.00	\$ 78,474.18	\$ (1,002.80)	\$ (2,703.25)	\$ 74,768.13		106.81%
INTEREST & FEES	\$ 55,000.00	\$ 50,367.20	\$ (9.82)	\$ (212.37)	\$ 550.99	\$ 50,696.00	92.17%
TOTAL	\$ 17,991,408.00	\$ 17,981,944.91	\$ (41,566.73)	\$ (19,827.86)	\$ -	\$ 17,920,550.32	99.61%

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%	101.25%
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 - December 31, 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	\$16,153,226.54	\$199,809.54	\$199,809.54	101.25%
Motor Vehicle Tax	\$1,737,991.00	\$1,737,991.00	\$1,638,929.39	(\$99,061.61)	(\$99,061.61)	94.30%
Supplemental MV Lew	\$175,000.00	\$175,000.00	\$2,930.26	(\$172,069.74)	(\$172,069.74)	1.67%
Prior Year's Taxes	\$70,000.00	\$70,000.00	\$4,768.13	\$4,768.13	\$4,768.13	106.81%
Interest & Fees	\$55,000.00	\$55,000.00	\$50,696.00	(\$4,304.00)	(\$4,304.00)	92.17%
Total Taxes	\$17,991,408.00	\$17,991,408.00	\$17,920,550.32	(\$70,857.68)	(\$70,857.68)	99.61%
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 Other Grants	\$2,688,815.00	\$2,666,432.00	\$674,799.00	(\$2,014,016.00)	(\$1,991,633.00)	25.31%
Municipal Transition Grant	\$336,552.00	\$336,552.00	\$336,552.00	\$0.00	\$0.00	100.00%
Pilot: New Tiered Reimb. Disabled	\$31,536.00	\$31,536.00	\$31,536.40	\$0.40	\$0.40	100.00%
Veterans Grant	\$750.00	\$750.00	\$799.09	\$49.09	\$49.09	106.55%
Pequot	\$1,893.00	\$1,893.00	\$2,519.37	\$626.37	\$626.37	133.09%
Misc. State Grants	\$3,244.00	\$3,244.00	\$1,081.33	(\$2,162.67)	(\$2,162.67)	33.33%
DOT Transportation Grant	\$5,000.00	\$5,000.00	\$0.00	(\$5,000.00)	(\$5,000.00)	0.00%
Municipal Projects	\$11,494.00	\$11,494.00	\$7,883.34	(\$3,610.66)	(\$3,610.66)	68.59%
Municipal Stabilization	\$24,859.00	\$24,859.00	\$0.00	(\$24,859.00)	(\$24,859.00)	0.00%
Municipal Revenue Sharing	\$11,053.00	\$11,053.00	\$11,053.00	\$0.00	\$0.00	100.00%
Law Enforcement	\$0.00	\$0.00	\$102,728.10	\$102,728.10	\$102,728.10	100.00%
	\$1,000.00	\$1,000.00	\$885.00	(\$115.00)	(\$115.00)	88.50%
Total Other Grants	\$427,381.00	\$427,381.00	\$495,037.63	\$67,656.63	\$67,656.63	115.83%
Other Town Revenue						
Tuition	\$116,517.00	\$116,517.00	\$41,942.54	(\$74,574.46)	(\$74,574.46)	36.00%
Town Clerk	\$85,000.00	\$85,000.00	\$47,536.80	(\$37,463.20)	(\$37,463.20)	55.93%
Selectmen Fees	\$12,745.00	\$12,745.00	\$5,667.00	(\$7,078.00)	(\$7,078.00)	44.46%
Building Official Fees	\$75,000.00	\$75,000.00	\$54,490.56	(\$20,509.44)	(\$20,509.44)	72.65%
Library	\$2,000.00	\$2,000.00	\$644.55	(\$1,355.45)	(\$1,355.45)	32.23%
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	\$31,800.42	\$16,800.42	\$16,800.42	212.00%
Telephone	\$6,000.00	\$6,000.00	\$0.00	(\$6,000.00)	(\$6,000.00)	0.00%
Interest	\$80,000.00	\$80,000.00	\$5,273.82	(\$74,726.18)	(\$74,726.18)	6.59%
Seniors	\$0.00	\$0.00	\$660.00	\$660.00	\$660.00	100.00%
Rental	\$33,684.00	\$33,684.00	\$13,488.00	(\$20,196.00)	(\$20,196.00)	40.04%
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	\$224,424.02	(\$350,496.98)	(\$350,496.98)	39.04%
TOTAL GENERAL FUND	\$21,682,525.00	\$21,660,142.00	\$19,314,810.97	(\$2,367,714.03)	(\$2,345,331.03)	89.17%

	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	\$97,115.00	(\$109,370.00)	(\$109,370.00)	47.03%
SHEFF	\$58,400.00	\$58,400.00	\$24,370.00	(\$34,030.00)	(\$34,030.00)	41.73%
CHOICE Grant	\$376,000.00	\$376,000.00	\$84,042.00	(\$291,958.00)	(\$291,958.00)	22.35%
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	\$215,249.00	(\$648,036.00)	(\$648,036.00)	24.93%
ADDITIONAL TOWN GRANTS						
Town Aid Roads	\$	199,975.00	\$	199,975.00	199,975.00	100.00%
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	\$314,958.99	(\$748,301.01)	(\$748,301.01)	29.62%

FY2023 December 31, 2022										
	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expensed	FY22	FY21	FY20
Administration	\$ 708,256.00	\$ 708,256.00	\$ 245,358.70	\$ 462,897.30	\$ 1,519.08	\$ 461,378.22	34.86%	35.47%	39.14%	45.95%
Board of Finance	\$ 2,200.00	\$ 2,200.00	\$ 382.50	\$ 1,817.50	\$ -	\$ 1,817.50	17.39%	13.98%	12.73%	13.18%
Financial Administration	\$ 237,546.00	\$ 237,546.00	\$ 108,358.84	\$ 129,187.16	\$ -	\$ 129,187.16	45.62%	45.98%	46.19%	45.23%
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	\$ 56,664.13	\$ 74,447.87	\$ 575.00	\$ 73,872.87	43.66%	40.64%	46.74%	47.28%
Tax Collector	\$ 91,208.00	\$ 91,208.00	\$ 40,649.86	\$ 50,558.14	\$ -	\$ 50,558.14	44.57%	47.82%	45.34%	44.34%
Fringe Benefits	\$ 1,036,526.00	\$ 1,036,526.00	\$ 440,570.37	\$ 595,955.63	\$ -	\$ 595,955.63	42.50%	46.05%	43.29%	45.85%
Town Clerk	\$ 137,760.00	\$ 137,760.00	\$ 65,129.36	\$ 72,630.64	\$ 4,550.00	\$ 68,080.64	50.58%	50.61%	50.30%	50.68%
Land Use	\$ 342,653.00	\$ 342,653.00	\$ 123,467.98	\$ 219,185.02	\$ 21,542.00	\$ 197,643.02	42.32%	41.36%	53.78%	50.93%
Planning & Zoning	\$ 4,250.00	\$ 4,250.00	\$ 1,513.24	\$ 2,736.76	\$ -	\$ 2,736.76	35.61%	14.46%	6.46%	6.65%
Zoning Board of Appeals	\$ 1,640.00	\$ 1,640.00	\$ 304.24	\$ 1,335.76	\$ -	\$ 1,335.76	18.55%	2.10%	3.96%	19.56%
Property Insurance	\$ 145,400.00	\$ 145,400.00	\$ 66,506.34	\$ 78,893.66	\$ -	\$ 78,893.66	45.74%	51.07%	60.59%	55.01%
Probate	\$ 6,258.00	\$ 6,258.00	\$ -	\$ 6,258.00	\$ -	\$ 6,258.00	0.00%	95.18%	0.00%	100.00%
Inlands/Wetlands	\$ 2,235.00	\$ 2,235.00	\$ 507.49	\$ 1,727.51	\$ -	\$ 1,727.51	22.71%	22.75%	10.96%	24.91%
Elections	\$ 65,613.00	\$ 65,613.00	\$ 34,480.54	\$ 31,132.46	\$ 779.10	\$ 30,353.36	53.74%	47.89%	59.02%	25.54%
Police	\$ 331,050.00	\$ 331,050.00	\$ 681.72	\$ 330,368.28	\$ -	\$ 330,368.28	0.21%	1.77%	0.02%	0.75%
Fire Commission	\$ 241,385.00	\$ 241,385.00	\$ 81,429.09	\$ 159,955.91	\$ 50,363.58	\$ 109,592.33	54.60%	57.46%	49.71%	68.40%
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	\$ 8,180.09	\$ 23,819.91	\$ -	\$ 23,819.91	25.56%	27.89%	20.00%	8.50%
Emergency Management	\$ 14,693.00	\$ 14,693.00	\$ 7,909.98	\$ 6,783.02	\$ -	\$ 6,783.02	53.84%	40.13%	44.10%	
Highways and Streets	\$ 1,002,817.00	\$ 1,002,817.00	\$ 502,373.79	\$ 500,443.21	\$ 119,877.26	\$ 380,565.95	62.05%	39.11%	47.74%	55.33%
Public Building Commission	\$ 4,100.00	\$ 4,100.00	\$ 161.50	\$ 3,938.50	\$ -	\$ 3,938.50	3.94%	0.00%	0.00%	0.00%
Parks/Town Building Ops	\$ 803,646.00	\$ 803,646.00	\$ 300,963.69	\$ 502,682.31	\$ 7,772.39	\$ 494,909.92	38.42%	40.82%	39.72%	41.62%
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	\$ 68,540.13	\$ 90,957.87	\$ 6,745.00	\$ 84,212.87	47.20%	46.19%	37.55%	49.84%
Library	\$ 295,408.00	\$ 295,408.00	\$ 146,389.05	\$ 149,018.95	\$ 5,081.42	\$ 143,937.53	51.28%	54.20%	50.95%	53.72%
Conservation	\$ 2,105.00	\$ 2,105.00	\$ 869.88	\$ 1,235.12	\$ -	\$ 1,235.12	41.32%	35.66%	40.00%	46.77%
Waste Collection	\$ 572,454.00	\$ 572,454.00	\$ 255,896.96	\$ 316,557.04	\$ 986.00	\$ 315,571.04	44.87%	47.95%	48.55%	43.87%
Totals	\$ 6,432,791.00	\$ 6,432,791.00	\$ 2,574,868.37	\$ 3,857,922.63	\$ 219,790.83	\$ 3,638,131.80	43.44%	33.76%	37.41%	44.33%

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

FY2023 Transfers for December 2022

\$	25.00	To	Dues & Fees - Assessor	From	Office Oper. Supplies - Assessor
<i>Rationale: to pay for CAAO dues</i>					

**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**