

Watertown School Committee

Report of the Subcommittee on Budget and Finance

Meeting Date: November 4, 2015

Location: First Floor Conference Room, 30 Common Street

Subcommittee Members in Attendance: John Portz (chair), Guido Guidotti, and Mike Shepard

School Officials in Attendance: Jean Fitzgerald and Charles Kellner

Other Attendees: Various elected officials and members of the public

The meeting was called to order at 6:30.

I. Update on FY16 Budget

Mr. Kellner presented three documents that provide updates on different funding sources for the FY16 budget:

- **Annual Grant Allocations:** This document lists grants received over the last four years. In FY16, this equals \$4.8 million, which includes \$2.8 million in Circuit Breaker funds. It was noted that an additional amount close to \$500,000 for the Circuit Breaker will be credited to FY16, bringing the Carryover to \$1.3 million. There may be an additional small allocation from the state for Circuit Breaker. For periodic monitoring during the fiscal year, in general, grant monies are spent in their entirety each year.
- **Revolving Funds:** This document listed information (balance forward, revenues, expenditures, and remaining balance) over the last three fiscal years for revolving accounts. Several of the accounts were discussed in detail. The largest accounts involve extended day programs and pre-kindergarten. It was noted that some accounts have substantial annual balances. These should be reviewed to see if they are too large, particularly before fees are raised for the corresponding programs. For periodic monitoring during the fiscal year, one approach is to compare the overall expenditures in revolving accounts at a point in time to the total budgeted amount to come from revolving accounts during that fiscal year.
- **Town Appropriation Update:** This document is based on object codes and lists the revised budget as well as expenditures and encumbrances. In the future it will include projected amounts by object code to the end of the fiscal year, the variance, and any comments. The total is \$41,452,000.

Comments during the discussion included the possibility of using revolving account monies to purchase a small bus for community education and other school uses, and the importance of also tracking food services revenues and expenditures. It was noted that the district applied for monies from the recent “pot hole” account established by the legislature for special education. In general, at this point in time, Mr. Kellner stated that he is comfortable with the status of the FY16 budget.

II. Planning for FY17 Budget

A document was presented with a proposed budget timeline. This included a vote by the School Committee on FY17 budget goals at its December meeting, preparation of budget materials by the administration by early-February, Budget and Finance subcommittee meetings in early to mid-February, followed by a School Committee vote and forwarding of the budget to the Town Manager. This timeline was generally accepted by the subcommittee.

A second document consisted of the FY16 Budget Priorities. Supt. Fitzgerald presented the priorities and noted that with a few minor changes, these are the priorities she will recommend for FY17. These will be presented at the next School Committee meeting with a vote following at the December meeting.

III. Adjournment

The meeting adjourned at 7:50.

Submitted by John Portz, Chair