



**THE PUBLIC SCHOOLS OF BROOKLINE**  
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 FOR ADMINISTRATION AND FINANCE

## Memorandum

**TO:** Mary Ellen Dunn, Deputy Superintendent for Administration and Finance

**FROM:** Michael D’Onofrio, Director of Administrative Services

**RE:** FY17 Second Quarter Financial Report

**DATE:** March 9, 2017

The Second Quarter FY17 Financial Expenditure Report shows a projected deficit on the Operating Budget of \$29,575. Salary expenses are exceeding the budget due to higher substitute costs and the addition of unbudgeted special education paraprofessionals for students either moving into the district or identifying with new needs.

The Transportation projection for Special Education has decreased, as actual invoices documenting utilization have replaced anticipated projections.

The second quarter projection assumes the full expenditure of all non-salary line items, except for Transportation and Special Education contracted services costs. Both of these accounts are subject to variability based on students service needs, out-of-district tuition placements, and the impact of transporting students both out-of-district and to in-district programs in Brookline.

Salaries / Expenses	Original Appropriation	Transfers/ Amendments	Revised Budget	YTD Expended	Encumbrance/ Requisitions	Available Budget
Salaries	\$ 89,399,106	\$ 689,567	\$ 90,088,673	\$ 42,600,825	\$ 47,662,304	\$ (174,456)
Expenses	\$ 15,237,449	\$ (629,581)	\$ 14,607,868	\$ 8,009,078	\$ 6,453,909	\$ 144,881
<b>Grand Total</b>	<b>\$ 104,636,555</b>	<b>\$ 59,986</b>	<b>\$ 104,696,541</b>	<b>\$ 50,609,903</b>	<b>\$ 54,116,213</b>	<b>\$ (29,575)</b>

**Transfer Budget and FTE Approval Requests**

**FTE Requests:**

- 1) Transfer 2.0 positions budgeted in Elementary Teachers line for Specialist positions (332010-510151) to the following accounts as allocated:

Elementary Specialists - FY17 Allocation (2.0 FTE)	Location	FTE	Description
Elementary Teachers	Elementary	(2.00)	FY17 Budget - Unallocated FTE
Health Education	Baker	0.10	Enrollment / Sections Increase
Physical Education	Devotion	0.10	Enrollment / Sections Increase
Performing Arts	Devotion	0.20	Enrollment / Sections Increase
Physical Education	Heath	0.10	Enrollment / Sections Increase
Performing Arts	Heath	0.10	Enrollment / Sections Increase
Health Education	Heath	0.10	Enrollment / Sections Increase
Performing Arts	Lawrence	0.10	Enrollment / Sections Increase
Visual Arts	Lawrence	0.10	Enrollment / Sections Increase
Physical Education	Lawrence	0.10	Enrollment / Sections Increase
Health Education	Lawrence	0.10	Enrollment / Sections Increase
Performing Arts	Lincoln	0.10	Enrollment / Sections Increase
Physical Education	Pierce	0.30	Enrollment / Sections Increase
Performing Arts	Pierce	0.20	Enrollment / Sections Increase
Physical Education	Runkle	0.10	Enrollment / Sections Increase
Performing Arts	Runkle	0.10	Enrollment / Sections Increase
World Language - K-5	Runkle	0.10	Enrollment / Sections Increase
Total Remaining Allocation		0.0	

2) Transfer 5.0 positions budgeted in BHS Program Support Teachers line for classroom positions (333031-510151) to the following accounts as allocated:

BHS - FY17 Allocation (5.0 FTE)	Location	FTE	Description
BHS Program Support	BHS	(5.00)	FY17 Budget - Unallocated FTE
BHS English	BHS	0.75	Enrollment / Sections Increase
BHS Mathematics	BHS	1.20	Enrollment / Sections Increase
BHS Performing Arts	BHS	(0.20)	Reduction in Section
BHS Science	BHS	1.20	Enrollment / Sections Increase
BHS Social Studies	BHS	1.20	Enrollment / Sections Increase
BHS World Language	BHS	(0.20)	Reduction in Section
BHS Visual Arts	BHS	(0.20)	Reduction in Section
BHS Career and Tech Education	BHS	0.20	Enrollment / Sections Increase
BHS Health and Fitness	BHS	0.05	Enrollment / Sections Increase
BHS Special Education	BHS	0.60	Enrollment / Sections Increase
BHS Administration	BHS	0.15	Associate Dean
BHS Program Support	BHS	0.25	Calculus Project
Total Remaining Allocation		0.0	

**Budget Transfer Requests:**

- 1) Transfer \$69,273 from the Health Insurance Reserve Account (334099-558097) to the Substitutes Account (334010-510600) to offset the impact of salary overages in this account.

**Personnel:** Salaries and Wages are shown by bargaining group to highlight in summary the cost and FTE changes for the FY 2017 budget (Table 1). The second quarter report details all projected personnel costs associated with time worked between July 1, 2016 and June 30, 2017. This time frame begins with summer programs and professional development activities through the end of the school year.

As a result of collective bargaining agreements not being settled, this projection assumes an expense for the future settlement. The district entered into mediation for Units A, B and the Paraprofessional Units, and has settled contracts for Custodians, Food Service and Secretaries.

**Table 1**

Bargaining Unit	Budgeted FTE	FTE	FTE Variance	Budgeted Salaries	Projected Salaries	Salaries Variance	Notes
SENIOR STAFF	4.00	4.00	-	\$ 755,071	\$ 752,585	\$ 2,486	
SAD2 PRINCIPALS AND BHS HEADMASTER	12.80	12.80	-	\$ 1,635,815	\$ 1,633,821	\$ 1,994	Turnover Savings
SAD3 DEANS AND DIRECTORS	15.00	16.00	(1.00)	\$ 1,718,973	\$ 1,867,572	\$ (148,599)	Addition of Dean of Faculty at BHS
SAD4 INDIVIDUAL CONTRACTS	16.00	17.00	(1.00)	\$ 1,046,758	\$ 1,137,617	\$ (90,859)	Reallocated Data Clerk position from Secretaries
SAFC AFSCME CUSTODIANS	41.33	40.88	0.45	\$ 2,129,334	\$ 2,416,122	\$ (286,788)	Additional Overtime based on actuals YTD and unfilled Houseworker position
SNB SCHOOL NO BENEFITS	10.64	10.64	-	\$ 1,986,412	\$ 2,813,098	\$ (826,686)	Substitutes, Overtime and other Salary expenses
BESA SECRETARIES	41.20	40.20	1.00	\$ 2,176,768	\$ 2,106,821	\$ 69,948	Data Clerk position became Planning Specialist and Turnover savings
STRN TRANSPORTATION	1.00	1.00	-	\$ 25,198	\$ 13,444	\$ 11,754	Individual began employment midyear
SUNA: Unit A- TEACHERS	805.96	801.25	4.71	\$ 67,095,415	\$ 66,542,425	\$ 552,990	Teachers on Leave of Absences, covered by Long Term Substitutes and turnover savings
SUNB: Unit B- CURRICULUM COORDINATORS	36.13	35.00	1.13	\$ 3,999,546	\$ 3,883,763	\$ 115,783	Reduction of Steps to Success Coordinator and Athletic Director no longer teaching half of an English Class
SUNC: Unit C- PARAS BIWEEKLY	209.28	224.04	(14.76)	\$ 6,532,055	\$ 6,254,657	\$ 277,398	Absorption of Kindergarten paras from discontinued Grant, additional special education paras, and non-implemented schedule adjustment
SUND: Unit D- PARAS WEEKLY	17.00	16.00	1.00	\$ 953,053	\$ 804,204	\$ 148,849	2 unfilled IT positions and 1 additional Program Advisor
SUNE IND CONTRACTS	1.00	0.80	0.20	\$ 34,274	\$ 37,000	\$ (2,726)	
<b>Total</b>	<b>1,211.33</b>	<b>1,219.61</b>	<b>(8.27)</b>	<b>\$ 90,088,673</b>	<b>\$ 90,263,129</b>	<b>\$ (174,456)</b>	

**Vacancies and Other Salary Offsets:** The second quarter report reflects some savings on personnel expenses due to a number of unfilled positions, some of which will remain unfilled for the entire year. These salary savings are funding other unbudgeted positions.

**Table 2**

Unfilled Positions					
Description	FTE	Budgeted Cost	Projected Cost	Budget Savings	Notes
Mathematics Coach	1.00	\$ 64,733		\$ 64,733	Unfilled
District Wide Mathematics Specialist	1.00	\$ 64,733		\$ 64,733	Unfilled
IT Technicians	2.00	\$ 100,000		\$ 100,000	Pending Proposal
Teaching and Learning Senior Director	1.00	\$ -		\$ -	Unfunded position and not continued in FY18 Budget
Pre-K-12 Senior Director for Special Education	1.00	\$ -		\$ -	Unfunded position and not continued in FY18 Budget
Data Clerk - Office of Strategy and Performance	1.00	\$ -		\$ -	Unfunded position and not continued in FY18 Budget
Transportation Coordinator - Succession Planning	1.00	\$ -		\$ -	Unfunded position and not continued in FY18 Budget
Special Revenue Funds Manager	1.00	\$ -	\$ 44,956	\$ (44,956)	Contracted Employee in FY17
<b>Total Cost / Savings</b>	<b>9.00</b>	<b>\$ 229,466</b>	<b>\$ 44,956</b>	<b>\$ 184,510</b>	

**Unbudgeted Positions:** The second quarter includes positions unbudgeted for, but approved due to additional needs identified at the beginning of the school year. These positions were offset through salary savings in unfilled positions.

**Table 3**

Unbudgeted Positions				
Description	FTE	Budgeted Amount	Projected Cost	Notes
Special Education Teacher	0.40	\$ -	\$ 27,451	BHS
Special Education Teacher	0.20		\$ 16,456	BHS
Assistive Tech Teacher	0.10		\$ 7,136	Districtwide
English Language Learners Instructor	1.00		\$ 56,576	Lawrence School
English Language Learners Instructor	0.30		\$ 19,381	Heath School
Dean of Faculty	1.00		\$ 117,300	BHS
Kindergarten Aides	8.86		\$ 278,038	Elimination of Kindergarten Grant
Nurse	0.20		\$ 17,203	BEEP
Special Education Aides	5.90		\$ 87,395	New IEPs/move ins
<b>Total Cost / Savings</b>	<b>17.96</b>	<b>\$ -</b>	<b>\$ 626,936</b>	

Table 4 highlights non-salary spending through the end of the second quarter. The projection assumes all non-salary accounts will be fully expended in FY17. Administration and Finance will work with the budget managers to determine actual spending plans and any possible unspent funds for FY17.

**Table 4**

Non-Salary Expenses	---- Thru 12/31/16 ----						
	FY17 ATM Budget	FY17 STM Budget	Transferred Amount	Expended Amount	Encumbered Amount	Committed Amount	Surplus/ (Deficit)
Administration 31050	\$327,475	\$327,475	\$15,780	\$265,203	\$74,829	\$340,032	\$3,223
Supervision 31100	\$340,325	\$340,325	(\$1,819)	\$150,348	\$22,724	\$173,072	\$165,434
Transportation 31300	\$1,991,126	\$1,991,126	\$99,565	\$895,978	\$1,056,774	\$1,952,752	\$137,939
Student Body Activities 31350	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Educ Tech & Info Science 316031	\$1,990,276	\$1,990,276	(\$265,007)	\$1,126,452	\$65,001	\$1,191,453	\$533,816
Athletics/After School 31720	\$149,901	\$149,901	\$0	\$63,365	\$70,283	\$133,648	\$16,253
Psychological Services 31750	\$41,258	\$41,258	\$0	\$11,746	\$248	\$11,994	\$29,264
Medical Services 31770	\$32,671	\$32,671	\$0	\$6,909	\$715	\$7,624	\$25,047
Information Services 31780	\$499,674	\$499,674	\$0	\$450,822	\$36,153	\$486,975	\$12,699
Guidance 31790	\$38,771	\$38,771	\$0	\$2,967	\$1,111	\$4,077	\$34,694
School Within A School 32200	\$10,324	\$10,324	\$0	\$5,299	\$442	\$5,740	\$4,584
World Languages 32250	\$104,967	\$104,967	(\$821)	\$58,401	\$8,771	\$67,172	\$36,975
ELL / ESL 32270	\$106,482	\$106,482	(\$15,000)	\$66,176	\$6,627	\$72,803	\$18,679
Visual Arts 32400	\$110,843	\$110,843	\$0	\$60,457	\$17,212	\$77,670	\$33,173
English/Language Arts 32500	\$222,174	\$222,174	(\$15,114)	\$94,603	\$20,946	\$115,550	\$91,510
Mathematics 32600	\$207,993	\$207,993	(\$1,733)	\$62,997	\$2,561	\$65,558	\$140,702
Performing Arts 32650	\$73,841	\$73,841	\$0	\$27,589	\$1,166	\$28,755	\$45,086
Physical Education 32700	\$39,405	\$39,405	(\$2,531)	\$20,019	\$2,720	\$22,739	\$14,135
Special Education 32760	\$6,263,033	\$6,263,033	(\$91,805)	\$3,297,434	\$2,866,852	\$6,164,286	\$6,942
Literacy Specialists 32770	\$142,392	\$142,392	\$0	\$76,650	\$0	\$76,650	\$65,742
Health Education 32780	\$58,999	\$58,999	\$2,531	\$20,801	\$1,734	\$22,535	\$38,994
Science 32850	\$165,679	\$165,679	\$1,991	\$127,227	\$30,004	\$157,231	\$10,439
Social Studies 32900	\$125,079	\$125,079	(\$1,419)	\$101,825	\$4,352	\$106,176	\$17,483
Career & Ed. Techn. 32920	\$67,478	\$67,478	\$0	\$31,474	\$17,931	\$49,405	\$18,073
Kindergarten 33150	\$118,765	\$118,765	\$0	\$101,310	\$376	\$101,687	\$17,078
Elementary 33200	\$456,006	\$456,006	(\$3,448)	\$232,959	\$39,730	\$272,689	\$179,869
High School 33300	\$409,724	\$409,724	(\$98,181)	\$115,257	\$34,542	\$149,798	\$161,745
General Instruction 33400	\$349,167	\$349,167	(\$275,171)	\$755	\$0	\$755	\$73,241
Building Services 34250	\$793,621	\$793,621	\$22,600	\$534,054	\$223,523	\$757,577	\$58,644
<b>Total Non-Salary Expenses</b>	<b>\$15,237,449</b>	<b>\$15,237,449</b>	<b>(\$629,581)</b>	<b>\$8,009,078</b>	<b>\$4,607,325</b>	<b>\$12,616,403</b>	<b>\$1,991,465</b>

Table 5 summarizes transportation spending through the end of the second quarter. The projection includes actuals through 12/31/16 and projects full known utilization for the remainder of FY17.

**Table 5**

<b>Transportation Summary</b>			
<b>Transportation FY2017 Contracts</b>	<b>FY17 Budget</b>	<b>Actual</b>	<b>Variance</b>
Regular Transportation (Eastern Bus)	\$ 280,800	\$ 288,000	\$ (7,200)
Special Education Transportation (YCN)	\$ 1,809,891	\$ 1,664,752	\$ 145,139
<b>Total</b>	<b>\$ 2,090,691</b>	<b>\$ 1,952,752</b>	<b>\$ 137,939</b>

**Special Education Contracted Services:** The Special Education Contracted Services budget (Table 6) includes Out of District Tuitions and Other Contracted Services, including Tutoring and Translations, Consultants and Therapists, and other Ancillary Therapeutic Services.

**Table 6**

<b>Special Education Contracted Services Summary</b>			
<b>Description</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Out of District Tuitions	\$ 5,394,423	\$ 5,372,895	\$ 21,528
Ancillary Services	\$ 555,448	\$ 570,034	\$ (14,586)
<b>Total</b>	<b>\$ 5,949,871</b>	<b>\$ 5,942,929</b>	<b>\$ 6,942</b>
Circuit Breaker Offset	\$ (2,167,657)	\$ (2,167,657)	\$ -
IDEA Grant Offset	\$ (373,628)	\$ (373,628)	\$ -
<b>Net Tuition &amp; Ancillary Services</b>	<b>\$ 3,408,586</b>	<b>\$ 3,401,644</b>	<b>\$ 6,942</b>
<i>*Number of Tuitioned Out Students:</i>	<b>70</b>		

**FY17 Second Quarter Revolving Fund Report**

This section of the Second Quarter Final Report goes into greater detail for the Public Schools of Brookline’s revolving funds. These funds were created under Massachusetts General Laws Ch. 41, Sec. 52 and 56 to administer programs that have a specific source of revenue from fees and charges to pay expenses in rendering the service for which those payments are made.

**Brookline Adult and Community Education – SE22**

The Brookline Adult and Community Education is one of the oldest non-cred, public education programs in Massachusetts. Adult education has been a part of the Brookline community since 1832, beginning with the formation of the Brookline Lyceum Society. It is now one of the largest public programs in the state, with close to 800 courses and over 5,000 enrollments yearly. Today, BA&CE is the hub of an educational network serving students from more than 50 neighboring communities in the greater Boston area and beyond. A self-supporting program of the Brookline public schools, BA&CE’s operating budget is funded entirely from course fees.

For the second quarter of FY17, the program shows revenues of \$815,461 against program operational expenses of \$669,478. It is anticipated that this program will continue to operate at a slight profit this fiscal year.

<i><u>Fund SE22 Adult Education</u></i>	<b>FY12 Period Ending 6/30/12</b>	<b>FY13 Period Ending 6/30/13</b>	<b>FY14 Period Ending 6/30/14</b>	<b>FY15 Period Ending 6/30/15</b>	<b>FY16 Period Ending 6/30/16</b>	<b>FY17 Period Ending 12/31/16</b>
Revenue	\$1,176,205	\$1,183,305	\$1,319,122	\$1,358,566	\$1,382,758	\$815,461
Expense	(\$1,088,223)	(\$1,151,968)	(\$1,141,161)	(\$1,200,021)	(\$1,287,275)	(\$669,478)
<b>Net Income Sub-Total</b>	<b>\$87,982</b>	<b>\$31,337</b>	<b>\$177,961</b>	<b>\$158,545</b>	<b>\$95,483</b>	<b>\$145,983</b>
General Fund Transfers	\$0	(\$50,680)	(\$50,680)	(\$50,680)	(\$50,680)	(\$50,680)
<b>Net Income Total</b>	<b>\$87,982</b>	<b>(\$19,343)</b>	<b>\$127,281</b>	<b>\$107,865</b>	<b>\$44,803</b>	<b>\$95,303</b>
Cash Balance At End of Period	\$1,116,648	\$1,220,126	\$1,414,350	\$1,029,448	\$1,074,251	\$1,178,284
Receivables	\$0	\$0	\$0	\$0	\$0	\$0
Net Fund Assets	\$1,116,648	\$1,220,126	\$1,414,350	\$1,029,448	\$1,074,251	\$1,178,284
Liabilities & Encumbrances	(\$353,684)	(\$476,504)	(\$492,767)	\$0	\$0	(\$8,730)
Fund Balance Adjustments (Prior Year)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Fund Balance</b>	<b>\$762,964</b>	<b>\$743,622</b>	<b>\$921,583</b>	<b>\$1,029,448</b>	<b>\$1,074,251</b>	<b>\$1,169,554</b>

**Use of School Buildings – SE23**

The Use of School Buildings fund reflects the expenses incurred to prepare and operate buildings throughout the year for events held after school and on weekends offset by revenues from the lease of school buildings. In FY17, it supplements the General Fund at \$225,000.

The FY17 second quarter report has revenues of \$198,568 against expenses of \$41,100. It will be important to monitor this account carefully to ensure that the \$225,000 set aside to supplement the General Fund budget are raised, and that all appropriate rental fees are collected.

<i>Fund SE23 Use of School Buildings</i>	<b>FY12 Period Ending 6/30/12</b>	<b>FY13 Period Ending 6/30/13</b>	<b>FY14 Period Ending 6/30/14</b>	<b>FY15 Period Ending 6/30/15</b>	<b>FY16 Period Ending 6/30/16</b>	<b>FY17 Period Ending 12/31/16</b>	
Revenue	\$106,075	\$98,188	\$146,253	\$268,959	\$407,786	\$198,568	
Expense	(\$64,483)	(\$114,991)	(\$68,737)	(\$148,336)	(\$120,459)	(\$41,100)	
<b>Net Income Sub-Total</b>	<b>\$41,592</b>	<b>(\$16,803)</b>	<b>\$77,516</b>	<b>\$120,623</b>	<b>\$287,327</b>	<b>\$157,468</b>	
General Fund Transfers	\$0	\$0	\$0	(\$150,000)	(\$225,000)	(\$225,000)	
<b>Net Income Total</b>	<b>\$41,592</b>	<b>(\$16,803)</b>	<b>\$77,516</b>	<b>(\$29,377)</b>	<b>\$62,327</b>	<b>(\$67,532)</b>	
Cash Balance At End of Period	\$177,544	\$174,862	\$241,616	\$207,880	\$270,207	\$174,552	
Receivables	\$0	\$0	\$0	\$0	\$0	\$0	
Net Fund Assets	\$177,544	\$174,862	\$241,616	\$207,880	\$270,207	\$174,552	
Liabilities & Encumbrances	(\$1,000)	(\$15,121)	(\$4,359)	\$0	(\$28,123)	(\$4,271)	
Fund Balance Adjustments (Prior Year)	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Net Fund Balance</b>	<b>\$176,544</b>	<b>\$159,741</b>	<b>\$237,257</b>	<b>\$207,880</b>	<b>\$242,084</b>	<b>\$170,280</b>	

### **Non-Resident Tuition – SE52**

This fund traditionally supplements the General Fund through foreign exchange tuition payments, which is set in FY17 at \$18,546, and through the staff materials fee set at \$2,721. These fees supplement the General Fund by \$675,744. In FY17, there are currently 182 materials fee students and 1 international student. Materials Fees are deducted through the payroll system throughout the year, so the revenue will continue to be collected through June 30, 2017.



<i>Fund SE52 Non-Resident Tuition</i>	<b>FY12 Period Ending 6/30/12</b>	<b>FY13 Period Ending 6/30/13</b>	<b>FY14 Period Ending 6/30/14</b>	<b>FY15 Period Ending 6/30/15</b>	<b>FY16 Period Ending 6/30/16</b>	<b>FY17 Period Ending 12/31/16</b>
Revenue	\$839,902	\$906,767	\$1,005,143	\$1,075,092	\$893,483	\$398,142
Expense	(\$705,098)	(\$413,442)	(\$447,213)	(\$536,423)	(\$232,984)	(\$49,007)
<b>Net Income Sub-Total</b>	\$134,804	\$493,325	\$557,930	\$538,669	\$660,499	\$349,135
General Fund Transfers	(\$293,445)	(\$490,016)	(\$716,451)	(\$586,441)	(\$675,744)	(\$675,744)
<b>Net Income Total</b>	(\$158,641)	\$3,309	(\$158,521)	(\$47,772)	(\$15,245)	(\$326,609)
Cash Balance At End of Period	\$361,951	\$423,852	\$229,371	\$161,428	\$146,183	(\$180,426)
Receivables	\$0	\$0	\$0	\$0	\$0	\$0
Net Fund Assets	\$361,951	\$423,852	\$229,371	\$161,428	\$146,183	(\$180,426)
Liabilities & Encumbrances	\$0	(\$52,718)	(\$17,438)	\$0	\$0	(\$1,922)
Fund Balance Adjustments (Prior Year)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Fund Balance</b>	\$361,951	\$371,134	\$211,933	\$161,428	\$146,183	(\$182,348)

### **School Athletics – SE26**

This fund contains the student athletic fee which supplements the operating budget of the athletics program.

The program continues to struggle with a balanced budget, showing a shortfall of \$120K through the 2<sup>nd</sup> quarter. The Department continues to struggle with collections, and rising transportation costs have adversely affected the bottom line of the program.

<i>Fund SE26 School Athletics</i>	<b>FY12 Period Ending 6/30/12</b>	<b>FY13 Period Ending 6/30/13</b>	<b>FY14 Period Ending 6/30/14</b>	<b>FY15 Period Ending 6/30/15</b>	<b>FY16 Period Ending 6/30/16</b>	<b>FY17 Period Ending 12/31/16</b>
Revenue	\$312,904	\$290,869	\$392,162	\$388,240	\$466,698	\$147,089
Expense	(\$341,596)	(\$382,069)	(\$521,572)	(\$522,227)	(\$586,801)	(\$307,127)
<b>Net Income Sub-Total</b>	(\$28,692)	(\$91,200)	(\$129,410)	(\$133,987)	(\$120,103)	(\$160,038)
General Fund Transfers	\$28,692	\$91,200	\$100,601	\$133,987	\$120,103	\$0
<b>Net Income Total</b>	\$0	\$0	(\$28,809)	\$0	\$0	(\$160,038)
Cash Balance At End of Period	\$47,158	\$61,459	\$28,809	\$12,426	\$39,635	(\$119,127)
Receivables	\$0	\$0	\$0	\$0	\$0	\$0
Net Fund Assets	\$47,158	\$61,459	\$28,809	\$12,426	\$39,635	(\$119,127)
Liabilities & Encumbrances	(\$16,535)	(\$61,459)	(\$28,809)	(\$12,426)	(\$39,635)	(\$1,276)
Fund Balance Adjustments (Prior Year)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Fund Balance</b>	\$30,623	\$0	\$0	\$0	\$0	(\$120,403)

**School Restaurant - SE27**

The School Restaurant Revolving Fund accounts for the revenue generated by the School Restaurant at Brookline High School. This program provides real-life training for students interested in the culinary arts as a part of our Career Education program at BHS.

<i>Fund SE27 School Restaurant</i>	<b>FY12 Period Ending 6/30/12</b>	<b>FY13 Period Ending 6/30/13</b>	<b>FY14 Period Ending 6/30/14</b>	<b>FY15 Period Ending 6/30/15</b>	<b>FY16 Period Ending 6/30/16</b>	<b>FY17 Period Ending 12/31/16</b>
Revenue	\$125,558	\$85,118	\$102,730	\$112,243	\$127,938	\$60,163
Expense	(\$140,183)	(\$71,370)	(\$99,096)	(\$88,977)	(\$108,437)	(\$67,263)
<b>Net Income</b>	<b>(\$14,625)</b>	<b>\$13,748</b>	<b>\$3,634</b>	<b>\$23,266</b>	<b>\$19,501</b>	<b>(\$7,101)</b>
Cash Balance At End of Period	\$140,129	\$149,731	\$159,103	\$176,631	\$196,132	\$189,200
Receivables	\$0	\$0	\$0	\$0	\$0	\$0
Net Fund Assets	\$140,129	\$149,731	\$159,103	\$176,631	\$196,132	\$189,200
Liabilities & Encumbrances	(\$4,147)	\$0	(\$5,738)	\$0	\$0	(\$169)
Fund Balance Adjustments (Prior Year)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Fund Balance</b>	<b>\$135,982</b>	<b>\$149,731</b>	<b>\$153,365</b>	<b>\$176,631</b>	<b>\$196,132</b>	<b>\$189,031</b>

The second quarter report shows revenues and expenses relatively even. The start-up food costs incurred at the beginning of the year will be offset as revenue is realized through food and beverage sales.

**Summer School – SE28**

The Summer School Program at Brookline High School provides both required and enrichment based courses. Historically, the program operated at a loss which fluctuated between \$30-\$46K annually. This necessitated a supplement from the General Fund budgeted at \$30K.

The Summer School Supplement line item was eliminated in the FY15 budget. Better management, including bringing the student registration and electronic payment mechanism online helped improve revenue collection. Additionally, reviewing class offerings for enrollment and the ability to run without need of a supplement helped lower expenses, while continuing to provide those required classes students needed to graduate on time.

For this summer, the program shows a deficit of \$18K, primarily related to the collection of school tuitions in arrears.

<b><i>Fund SE28 Summer School</i></b>	<b>FY12 Period Ending 6/30/12</b>	<b>FY13 Period Ending 6/30/13</b>	<b>FY14 Period Ending 6/30/14</b>	<b>FY15 Period Ending 6/30/15</b>	<b>FY16 Period Ending 6/30/16</b>	<b>FY17 Period Ending 12/31/16</b>
Revenue	\$118,960	\$105,138	\$108,052	\$99,298	\$114,326	\$108,394
Expense	(\$165,099)	(\$141,155)	(\$136,641)	(\$111,698)	(\$126,438)	(\$123,826)
<b>Net Income Sub-Total</b>	<b>(\$46,139)</b>	<b>(\$36,017)</b>	<b>(\$28,589)</b>	<b>(\$12,400)</b>	<b>(\$12,112)</b>	<b>(\$15,433)</b>
General Fund Transfers	\$46,139	\$36,017	\$37,136	\$12,400	\$12,112	\$18,220
<b>Net Income Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,547</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,787</b>
Cash Balance At End of Period	\$0	\$0	\$8,609	\$0	\$0	\$2,787
Receivables	\$0	\$0	\$0	\$0	\$0	\$0
Net Fund Assets	\$0	\$0	\$8,609	\$0	\$0	\$2,787
Liabilities & Encumbrances	\$0	\$0	(\$8,609)	\$0	\$0	(\$2,787)
Fund Balance Adjustments (Prior Year)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### **Early Childhood – SE20**

The Brookline Early Education Program (BEEP) operated by the Public Schools of Brookline is a fee for service model. These programs are subsidized by the General Fund for both Special Education and collective bargaining costs and supplemented by external grants – primarily the several grants distributed by the Massachusetts Department of Elementary and Secondary Education.

For FY17, the program raised tuition rates in order to continue to offset increased costs related to decreasing federal and state aid for Early Childhood programming, increased demand for Special Education services and an increase in scholarship applications. Additionally, many programs have been relocated from on-site Elementary School locations at Baker, Lincoln and Pierce over the past several years to rental space. The costs associated with relocation are funded by the CIP in FY17 and beyond.

The fund balance in this account reflects the annual General Fund support from Special Education and Kindergarten accounts that supplement costs associated with those populations, but is subject to ever diminishing space issues.

<i>Fund SE20 Early Childhood Ed.</i>	<b>FY12 Period Ending 6/30/12</b>	<b>FY13 Period Ending 6/30/13</b>	<b>FY14 Period Ending 6/30/14</b>	<b>FY15 Period Ending 6/30/15</b>	<b>FY16 Period Ending 6/30/16</b>	<b>FY17 Period Ending 12/31/16</b>
Revenue	\$1,947,697	\$1,976,792	\$2,122,866	\$2,246,937	\$2,201,330	\$1,476,830
Expense	(\$2,325,918)	(\$2,162,186)	(\$2,177,399)	(\$2,435,109)	(\$2,570,967)	(\$1,020,401)
<b>Net Income Sub-Total</b>	<b>(\$378,221)</b>	<b>(\$185,394)</b>	<b>(\$54,533)</b>	<b>(\$188,172)</b>	<b>(\$369,637)</b>	<b>\$456,429</b>
General Fund Transfers	\$194,905	\$198,803	\$253,839	\$254,933	\$358,271	\$358,271
<b>Net Income Total</b>	<b>(\$183,316)</b>	<b>\$13,409</b>	<b>\$199,306</b>	<b>\$66,761</b>	<b>(\$11,366)</b>	<b>\$814,700</b>
Cash Balance At End of Period	\$48,056	\$253,099	\$351,739	\$234,986	\$223,279	\$1,037,979
Receivables	\$0	\$0	\$0	\$0	\$0	\$23,251
<b>Net Fund Assets</b>	<b>\$48,056</b>	<b>\$253,099</b>	<b>\$351,739</b>	<b>\$234,986</b>	<b>\$223,279</b>	<b>\$1,061,230</b>
Liabilities & Encumbrances	\$0	(\$191,634)	(\$183,514)	\$0	\$0	(\$21,306)
Fund Balance Adjustments (Prior Year)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Fund Balance</b>	<b>\$48,056</b>	<b>\$61,465</b>	<b>\$168,225</b>	<b>\$234,986</b>	<b>\$223,279</b>	<b>\$1,039,924</b>

### **Food Service – SE25**

The Food Service Program aims to provide healthy, tasty, high-quality affordable meals to the students and staff of the Brookline Public Schools.

The fund balance remaining in the Food Services account stood at \$112K entering the 2016-2017 school year, but will continue to support the General Fund through a \$200,000 transfer that will be requested in the 3<sup>rd</sup> Quarter. Increases in participation will be critical to maintaining a break even performance in FY17.

<i>Fund SE25 School Lunch</i>	<b>FY12 Period Ending 6/30/12</b>	<b>FY13 Period Ending 6/30/13</b>	<b>FY14 Period Ending 6/30/14</b>	<b>FY15 Period Ending 6/30/15</b>	<b>FY16 Period Ending 6/30/16</b>	<b>FY17 Period Ending 12/31/16</b>
Revenue	\$2,250,802	\$2,041,672	\$2,458,804	\$2,465,401	\$2,707,074	\$822,168
Expense	(\$2,005,312)	(\$2,096,235)	(\$2,312,781)	(\$2,242,677)	(\$2,694,338)	(\$804,509)
<b>Net Income Sub-Total</b>	<b>\$245,490</b>	<b>(\$54,563)</b>	<b>\$146,024</b>	<b>\$222,724</b>	<b>\$12,736</b>	<b>\$17,659</b>
General Fund Transfers	\$0	(\$150,000)	(\$150,000)	(\$200,000)	(\$200,000)	(\$200,000)
<b>Net Income Total</b>	<b>\$245,490</b>	<b>(\$204,563)</b>	<b>(\$3,976)</b>	<b>\$22,724</b>	<b>(\$187,264)</b>	<b>(\$182,341)</b>
Cash Balance At End of Period	\$506,214	\$313,903	\$316,458	\$298,913	\$111,649	(\$70,692)
Receivables:	\$0	\$0	\$0	\$0	\$0	\$28,074
<b>Net Fund Assets</b>	<b>\$506,214</b>	<b>\$313,903</b>	<b>\$316,458</b>	<b>\$298,913</b>	<b>\$111,649</b>	<b>(\$42,618)</b>
Liabilities & Encumbrances	(\$21,486)	(\$33,738)	(\$40,269)	\$0	\$0	\$0
Fund Balance Adjustments (Prior Year)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Fund Balance</b>	<b>\$484,728</b>	<b>\$280,165</b>	<b>\$276,189</b>	<b>\$298,913</b>	<b>\$111,649</b>	<b>(\$42,618)</b>

**Circuit Breaker - SEB3**

FY17 is the fourteenth year of “Circuit Breaker” funding. These funds are received by the department from the state as partial funding for high cost Special Education students. Circuit Breaker funds are carried in a special revenue fund.

Prior to FY04, the Massachusetts Department of Education paid Residential Schools directly for approximately 50% of the cost of Residential student’s tuition. The Circuit Breaker language requires school departments to pay the entire cost for Residential students and has created a funding formula for distributing funds to school systems based upon a restructured formula for all “high cost” students. This formula allows school systems to receive supplementary funding for any student whose total educational cost exceeds \$43,094 in FY17.

The FY17 Circuit Breaker account was budgeted at \$2,167,657, with the understanding that we would be utilizing some of the fund balance here. The initial Circuit Breaker Reimbursement Calculation, released by the Department of Elementary and Secondary Education, awarded Brookline \$1,569,884. This means that of the \$772,773 remaining, we will use \$597,773, leaving us with \$175,000 at the end of FY17.

<i>Fund SEB3 Circuit Breaker</i>	<b>FY12 Period Ending 6/30/12</b>	<b>FY13 Period Ending 6/30/13</b>	<b>FY14 Period Ending 6/30/14</b>	<b>FY15 Period Ending 6/30/15</b>	<b>FY16 Period Ending 6/30/16</b>	<b>FY17 Period Ending 12/31/16</b>
Revenue	\$2,466,501	\$2,142,130	\$2,220,051	\$1,347,174	\$1,548,121	\$784,942
Expense	(\$2,105,991)	(\$2,038,098)	(\$2,142,130)	(\$1,288,407)	(\$1,857,756)	(\$1,077,809)
<b>Net Income Sub-Total</b>	\$360,511	\$104,032	\$77,921	\$58,767	(\$309,635)	(\$292,867)
General Fund Transfers	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Income Total</b>	\$360,511	\$104,032	\$77,921	\$58,767	(\$309,635)	(\$292,867)
Cash Balance At End of Period	\$1,048,051	\$1,046,144	\$1,065,236	\$1,088,658	\$772,773	\$479,906
Receivables:	\$0	\$0	\$0	\$0	\$0	\$0
Net Fund Assets	\$1,048,051	\$1,046,144	\$1,065,236	\$1,088,658	\$772,773	\$479,906
Liabilities & Encumbrances	(\$40,428)	(\$143,174)	(\$41,595)	(\$6,250)	\$0	(\$1,088,167)
<b>Net Fund Balance</b>	\$1,007,623	\$902,970	\$1,023,641	\$1,082,408	\$772,773	(\$608,261)