



The Public Schools of Brookline
The Office of Administration and Finance
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TO: School Finance and Capital Subcommittee
Bella Wong, Interim Superintendent of Schools

FROM: Susan Givens, Ed.D., Deputy Superintendent, Office of Administration and Finance

DATE: October 16, 2025

RE: **FY25 4th Quarter Financial Report and FY25 recap**

Attached are three documents that summarize FY25 end-of-year (EOY) finances; general fund budget vs. spending by line item summary (new), general fund budget vs. spending by cost center, and financial activity for special revenue funds.

FY25 Recap

The first financial report presented last fall anticipated a salary deficit of \$1,157,443 largely due to underfunding extra compensation in the FY25 Budget and the addition of paraprofessionals after the budget was published. At that time, there was \$5,474,212 in non-salary (operating) expenses that had yet to be encumbered. With nine months left in the year, the administration was cautiously optimistic that the deficit could be managed with careful scrutiny of spending and breakage from unfilled positions.

All FY25 Federal grants except the IDEA grant had been submitted and approved. There was a delay in submitting the IDEA grant because of a discrepancy between the IDEA grant submitted as part of the spending plan in the spring and the IDEA grant application that was written in the fall.

The second financial report presented last winter anticipated a salary deficit of \$2,230,241. The initial deficit was lower (\$966,460) but multiple positions funded through the IDEA grant were not included in the FY25 grant application (discrepancy noted in quarter 1). The positions excluded were essential and could not be cut so the 2nd quarter report carried these staff in the general fund salary projection (\$1,263,781) while further discussion took place. To address the deficit, a spending and hiring freeze were implemented.

Posting delays due to understaffing in the Town finance department continued to limit our ability to fully interpret and discuss our special revenue fund activity. However, a supplemental analysis

of the FY24 and FY25 IDEA grants were provided and reviewed as part of the report. Based on this analysis, the School Committee approved the FY25 IDEA grant based on a recommendation which allocated some of the original grant funded staff back to the grant. In February, the administration provided an update on the factors driving deficits (special education transportation, settlements, contracted services) and a funding plan to close the gap using resources controlled by PSB (BEEP and Mat'l Fee revolving fund balances).

The third financial report presented last spring anticipated a salary deficit of \$1,006,213. The salary deficit was lower because of the restoration of staff allocated to the IDEA grant, the hiring freeze, and salary breakage that accrued during the year. By the third quarter, the growing deficits in special education transportation, settlements, and contracted services were outpacing savings that accumulated from the spending freeze creating an anticipated operating deficit of \$1,006,712. This brought the expected deficit to \$2,012,925 at the end of the third quarter. The plan to close the gap included reallocating operating fund expenses to the Material Fee and BEEP revolving funds which would draw down the fund balance.

Posting delays due to understaffing in the Town finance department continued to limit our ability to fully interpret and discuss our special revenue fund activity. An area of concern raised during the FY26 budget process was the viability of the BA&CE program. The program closed in deficit for the past 5 years and the fund balance which absorbed the deficit was expected to be depleted by year end. After much deliberation, the School Committee voted to sunset the BA&CE program at the end of August after the summer programs concluded.

FY25 4th Quarter Report

The FY25 general fund financial reports are presented by cost center as well as in a line item summary format. There are several areas noted in the line item summary report where funds were budgeted in one account but spent from another account. Misalignments between budget and expenses as well as lines where expenses were reallocated to revolving funds are noted on this report.

The FY25 Budget was spent in full and \$1,022,808 in general fund expenses were reallocated to the BEEP and Material Fee revolving funds to cover the deficit that existed at the close of the year. This reduced the fund balance in BEEP by \$358,760 and the fund balance in Material Fees by \$664,048. The spending and hiring freeze helped mitigate the deficit as well but also caused important planned activities in OAF, OEE, OTL, and the OS/SC to be cut. For example, OAF was not able to attend recruiting functions and data reporting and analysis slowed, the OEE equity audit was cancelled, and OTL and OS/SC professional development activities and supply budgets were limited significantly.

In the end, the deficit in the special education transportation account was \$1,451,464 and the deficit in the OOD Tuition settlement account was \$397,135. It is important to note that the OOD Tuition account was underspent by \$364,265. The net deficit between these two OOD Tuition accounts was \$32,870. Last, the deficit related to extra compensation noted in the first quarter was slightly lower (\$665,379 vs. \$730,660) because not all budgeted stipends were needed.

The special revenue fund report provides insight into financial activity related to grants, revolving funds and gift accounts. In FY25, significant progress was made to more effectively manage grants. Twenty one grants were closed and most of FY24 and some of the FY25 grants will be closed by the end of the first quarter (FY26). In essence, grant spending will be current starting in FY26. The BA&CE program closed in deficit in FY25 but the fund balance was sufficient to cover the gap at the close of the year. As will be reported in the first quarter, the program closed with a deficit of approximately \$30,000. The BEEP and Tuition-Material Fees revolving fund balances were both lower at the close of the year, reflecting the reallocation of general fund expenses at year end close.

Public Schools of Brookline

FY25 General Fund Financial Report, 4th Quarter (Year End) - Line Item

October 15, 2025

Cost Center	FY25 Approved Budget	FY25 Actual Expenses	Variance	Notes
Leadership	6,975,781	7,140,230	-164,449	Misalignment between Leadership, Management, and Admin. Support
Management	5,784,794	5,395,821	388,973	Misalignment between Leadership, Management, and Admin. Support
Professional Staff	83,466,676	82,291,594	1,175,082	Breakage
Administrative Support	4,779,978	4,586,200	193,778	Misalignment between Leadership, Management, and Admin. Support
Paraprofessionals	11,483,274	12,455,143	-971,869	Underfunded in Initial Budget + Positions Added During Year; \$156,914 Reallocated to BEEP Revolving
Substitutes	1,404,000	1,443,536	-39,536	Short Term Subs Underspent by \$127,440; LTS Overspent by \$166,976
Custodians	3,038,234	2,997,399	40,835	Hiring freeze savings
Summer Programs/Interns	370,650	441,667	-71,017	Extra Compensation underfunded in FY25 Budget
Stipends/Extra Comp	1,128,007	1,682,833	-554,826	Extra Compensation underfunded in FY25 Budget
Salary Subtotal	118,431,394	118,434,424		
Claims & Settlements	486,080	883,215	-397,135	Out-of-District Settlement agreements over budget
Education/Training/Conferences	409,167	258,889	150,278	Spending freeze savings
Furniture, Fixtures, Equipment	25,896	1,170	24,726	Spending freeze savings
General Supplies	1,961,603	1,645,113	316,490	Spending freeze savings
Insurance/Annuity	52,000	54,782	-2,782	
IT Infrastructure Equipment	68,480	82,942	-14,462	
Leased Computers	1,036,318	1,037,401	-1,083	
Legal Services	274,184	316,649	-42,465	
Mileage	23,349	16,539	6,810	
Online Books, Subscriptions & Tools	1,206,027	1,143,162	62,865	Spending freeze savings
Out of District Tuition	5,303,559	4,939,295	364,265	Out-of-District tuition under budget
Professional/Technical Services	2,754,415	2,658,573	95,842	Spending freeze savings
Purchased Computers	50,800	51,400	-600	
Student Activities & Field Trips	45,865	126,541	-80,676	\$120,000 Budget Transfer Processed from Professional/Technical Services for FA Program
Textbooks & Print Materials	281,247	174,719	106,528	Spending freeze
Transportation	4,437,235	5,022,805	-585,570	Additional Deficit Funded via BEEP Revolving (\$201,846) and Materials Fee Revolving (\$664,048)
Non-Salary Subtotal	18,416,225	18,413,195		
Grand Total	136,847,619	136,847,619		

Public Schools of Brookline

FY25 General Fund Financial Report, 4th Quarter (Year End) - Cost Center

October 15, 2025

Superintendent/SC	Approved Budget	Revised Budget	Expense	Encumbrance	Variance
Salary	461,297	569,373	623,567	-	(54,194)
Operating	107,650	107,650	43,486	225	63,939
Grand Total	568,947	677,023	667,053	225	9,745

Administration & Finance	Approved Budget	Revised Budget	Expense	Encumbrance	Variance
Salary	6,211,721	6,214,751	5,872,557	-	342,194
Operating	4,169,806	3,973,403	4,253,092	44,585	(324,274)
Grand Total	10,381,527	10,188,154	10,125,649	44,585	17,920

Educational Equity	Approved Budget	Revised Budget	Expense	Encumbrance	Variance
Salary	287,029	287,029	291,842	-	(4,813)
Operating	152,003	21,675	16,965	-	4,710
Grand Total	439,032	308,704	308,807	-	(103)

Student Services	Approved Budget	Revised Budget	Expense	Encumbrance	Variance
Salary	4,756,917	2,996,317	2,905,143	-	91,174
Operating	9,748,794	10,473,435	10,651,299	288,034	(465,898)
Grand Total	14,505,711	13,469,752	13,556,442	288,034	(374,724)

Teaching & Learning	Approved Budget	Revised Budget	Expense	Encumbrance	Variance
Salary	4,306,565	4,198,489	5,191,864	-	(993,375)
Operating	474,500	459,768	482,193	43,485	(65,910)
Grand Total	4,781,065	4,658,257	5,674,057	43,485	(1,059,285)

BEEP	Approved Budget	Revised Budget	Expense	Encumbrance	Variance
Salary	3,487,013	3,487,013	3,373,597	-	113,416
Operating	75,465	75,465	105,862	9,225	(39,622)
Grand Total	3,562,478	3,562,478	3,479,459	9,225	73,794

Baker	Approved Budget	Revised Budget	Expense	Encumbrance	Variance
Salary	9,222,177	9,426,751	9,062,416	-	364,335
Operating	307,257	292,884	163,478	933	128,473
Grand Total	9,529,434	9,719,635	9,225,894	933	492,808

Driscoll	Approved Budget	Revised Budget	Expense	Encumbrance	Variance
Salary	7,103,613	7,212,635	7,386,273	-	(173,638)
Operating	234,044	199,572	151,727	802	47,043
Grand Total	7,337,657	7,412,207	7,538,000	802	(126,595)

Hayes	Approved Budget	Revised Budget	Expense	Encumbrance	Variance
Salary	6,426,171	6,529,983	6,547,154	-	(17,171)
Operating	220,161	203,028	121,953	791	80,284
Grand Total	6,646,332	6,733,011	6,669,107	791	63,113

Lawrence	Approved Budget	Revised Budget	Expense	Encumbrance	Variance
Salary	8,253,273	8,553,065	8,402,617	-	150,448
Operating	302,668	240,041	161,803	806	77,432
Grand Total	8,555,941	8,793,106	8,564,420	806	227,880

Lincoln	Approved Budget	Revised Budget	Expense	Encumbrance	Variance
Salary	8,249,648	8,360,742	8,039,689	-	321,053
Operating	304,694	270,027	126,914	427	142,686
Grand Total	8,554,342	8,630,769	8,166,603	427	463,739

Pierce	Approved Budget	Revised Budget	Expense	Encumbrance	Variance
Salary	8,696,084	8,916,497	8,768,522	-	147,975
Operating	306,906	272,802	153,922	1,010	117,870
Grand Total	9,002,990	9,189,299	8,922,443	1,010	265,845

Ruffin Ridley	Approved Budget	Revised Budget	Expense	Encumbrance	Variance
Salary	11,474,432	11,670,000	11,608,839	-	61,161
Operating	373,400	314,489	197,327	1,161	116,001
Grand Total	11,847,832	11,984,489	11,806,166	1,161	177,162

Runkle	Approved Budget	Revised Budget	Expense	Encumbrance	Variance
Salary	8,425,862	8,629,678	8,867,053	-	(237,375)
Operating	248,863	210,069	137,151	601	72,317
Grand Total	8,674,725	8,839,747	9,004,204	601	(165,057)

BHS	Approved Budget	Revised Budget	Expense	Encumbrance	Variance
Salary	31,069,592	31,382,101	31,493,292	-	(111,191)
Operating	1,390,014	1,298,887	1,202,398	51,540	44,949
Grand Total	32,459,606	32,680,988	32,695,690	51,540	(66,242)

Total General Fund	Approved Budget	Revised Budget	Expense	Encumbrance	Variance
Salary	118,431,394	118,434,424	118,434,424	-	(0)
Operating	18,416,225	18,413,195	17,969,569	443,626	0
Grand Total	136,847,619	136,847,619	136,403,994	443,626	0

Public Schools of Brookline
FY25 Special Revenue Funds Report, 4th Quarter (Year End)

October 15, 2025

FEDERAL GRANTS	Starting Balance	Approved Budget	Revenue	Expended	Encumbered	Ending Balance	NOTES
ESSER II	29,378	-	-	29,378	-	-	Grant Closed
FY25 Title I	-	348,626	261,528	316,803	3,003	28,820	
FY24 Title I	147,458	147,458	-	112,697	2,385	32,376	
FY23 Title I	32,009	32,009	-	32,009	-	-	Grant Closed
FY22 Title I	17,218	-	-	17,218	-	-	Grant Closed
FY25 Title II	-	119,363	27,395	96,110	-	23,253	
FY24 Title II	6,932	6,932	-	6,932	-	-	Grant Closed
FY23 Title II	4,382	4,382	-	4,382	-	-	Grant Closed
FY22 Title II	10,383	10,383	-	10,383	-	-	Grant Closed
FY25 Title III	-	125,445	-	7,643	-	117,802	
FY24 Title III	108,335	108,335	-	103,868	-	4,467	
FY23 Title III	2,134	2,134	-	2,134	-	-	Grant Closed
FY22 Title III	2,773	2,773	-	2,773	-	-	Grant Closed
FY25 Title IV	-	48,944	13,689	16,094	-	32,850	
FY22 Title IV	4,427	-	-	4,427	-	-	Grant Closed
FY25 IDEA	-	2,339,946	767,883	1,062,776	-	1,277,170	
FY24 IDEA	1,038,024	1,038,024	-	948,073	-	89,950	
FY23 IDEA	12,172	12,172	-	9,387	-	2,785	
FY25 Early Childhood	-	40,525	-	30,683	-	9,842	
FY24 Early Childhood	(243)	-	243	-	-	-	Grant Closed
FY25 Perkins	-	66,739	53,940	66,732	-	(12,792)	
FY24 Perkins	2,948	-	-	2,948	-	-	Grant Closed
FY24 SEL and Mental Health	8,478	-	-	8,478	-	-	Grant Closed

STATE GRANTS	Starting Balance	Approved Budget	Revenue	Expended	Encumbered	Ending Balance	NOTES
FY25 METCO	-	2,394,046	2,145,386	2,368,172	-	25,874	
FY24 METCO	(177,982)	-	177,982	-	-	-	Grant Closed
FY25 Enhanced School Health Services	-	100,000	100,000	99,319	-	681	
FY24 Enhanced School Health Services	2,297	-	-	2,297	-	-	Grant Closed
FY25 CFCE	-	139,874	116,562	132,584	-	7,290	
FY24 CFCE	2,846	-	-	2,846	-	-	Grant Closed
MCC Stars Residency Program	475	475	-	-	-	475	
FY25 Civics Teaching/Learning	-	56,000	27,197	-	-	28,803	
FY24 Civics Teaching/Learning	39,549	-	-	39,513	-	36	
FY23 Civics Teaching/Learning	18	-	-	18	-	-	Grant Closed
Genocide Education Grant	-	60,000	60,000	60,000	-	-	Grant Closed
Multilingual Homeless Grant	-	12,500	-	4,139	-	8,362	
Mass Cultural Council	-	17,000	17,000	17,000	-	-	Grant Closed

PRIVATE GRANTS	Starting Balance	Approved Budget	Revenue	Expended	Encumbered	Ending Balance	NOTES
Steps to Success	14,040	14,040	-	-	-	14,040	
BU Consortium	4,373	4,373	-	-	-	4,373	
BU Saudi Teachers	22,508	22,508	-	-	-	22,508	
Kraft Opportunity fund	66,764	66,764	-	14,971	-	51,793	
Whipple Writing Fellowship	47,149	47,149	31,400	36,256	422	41,871	
Brookline Education Foundation	-	35,933	35,393	35,393	-	540	
HS Innovation Fund	57,094	270,818	248,554	262,661	-	42,987	
Project Bread	2,187	2,187	-	2,187	-	-	Grant Closed
NEA Foundation	3,550	3,550	500	-	-	4,050	
NE Grassroots Young Leader	1,875	1,875	-	-	-	1,875	
Odyssey Grant	-	9,821	9,821	8,114	-	1,707	
FY24 METCO, Inc. REI	-	15,000	15,000	15,000	-	-	Grant Closed
FY23 Project Here	977	-	-	977	-	-	Grant Closed
TOTAL GRANTS	1,514,528	7,728,103	4,109,473	5,993,377	5,811	1,863,785	

REVOLVING/GIFT/FEES	Starting Balance	Approved Budget	Revenue	Expended	Encumbered	Ending Balance	NOTES
Food Services	783,372	4,224,307	3,856,657	3,681,172	120,269	838,588	
BEEP	2,389,739	2,902,785	3,214,831	3,653,018	-	1,951,552	\$156,913.82 Allocated to Paras; \$201,846.44 to Transportation
BA&CE	126,675	903,690	670,078	780,180	1,523	15,050	
Summer School	34,800	59,017	24,218	14,691	-	44,327	
Tuition & Materials Fee	740,705	637,836	604,774	1,311,145	-	34,334	\$664,048.46 allocated to Transportation
Athletics - High School	284,572	455,000	547,749	478,740	36,002	317,579	
Athletics - K-8	33,354	74,656	41,302	36,437	-	38,218	
Use of Facilities	20,695	293,522	383,752	284,441	-	120,006	
HS Restaurant	95,687	158,637	138,129	166,888	-	66,928	
Bus Transportation	29,502	29,502	-	29,051	-	452	
Academic Testing	147,163	320,418	173,255	142,530	5,616	172,272	
Lost Book Recovery	12,286	12,286	1,598	3,468	-	10,416	
Culinary Arts Material Fees	2,734	20,694	17,960	13,768	-	6,926	
Industrial Arts Materials Fee	6,943	7,638	695	-	-	7,638	
Performing Arts Materials Fees	1,920	26,407	24,488	20,531	-	5,876	
Visual Arts Material Fees	8,862	26,977	18,115	21,051	-	5,926	
BEEP Gift Account	53,982	56,782	2,800	300	-	56,482	
K-8 Gift Accounts	27,479	36,606	9,127	8,871	-	27,736	
High School Gift Accounts	43,053	62,718	19,665	13,154	-	49,564	
District Gift Account	4,575	4,575	-	200	-	4,375	
Food Services Zero Waste	16,026	125,000	125,000	95,851	28,421	16,754	
ELE Summer Fee Program	540	540	-	427	-	113	
Circuit Breaker	3,606,449	3,606,449	4,334,875	3,491,797	192,894	4,256,634	
TOTAL REVOLVING/GIFT/FEES	8,471,110	14,046,041	14,209,069	14,247,710	384,725	8,047,744	