TO:	School Finance and Capital Subcommittee Bella Wong, Superintendent of Schools
FROM:	Susan Givens, Ed.D., Deputy Superintendent, Office of Administration and Finance
DATE:	November 13, 2025
RE:	**FY26 Financial Report, Quarter 1**

This report includes three documents that provide a snapshot of the financial position of PSB through the end of the first quarter of the fiscal year. The first two reports provide insight into the status of the general fund operating budget. The third report provides information on special revenue funds that support the financial plan for our educational programs. The financial reports include footnotes to explain variances. The narrative below provides a summary of highlights for the quarter along with areas that are being monitored closely.

Overall spending is on target with the financial plan approved for the year. At the end of this quarter, $4,339,575 is left unencumbered representing 3.04% of the general fund operating budget. The unencumbered balance is similar to last year's balance at this time.

General Fund Operating Budget - Salary Highlights

All known salary obligations are encumbered. At this time, salaries are running under budget by $437,411 or .35%. This variance is primarily due to the conscientious efforts of administrators who hired staff at or below the budget placeholder salary during the hiring season.

Eight (8) FTE in new positions were added during the first quarter; 1.8 were funded using extra sections and 6.2 were funded by eliminating/realigning other positions. This leaves 3.2 professional staff sections plus 2 paraprofessional FTE available to address any student needs that arise over the remainder of the school year. It is important to note that the need for additional support increases as the year progresses and therefore, the remaining FTE will likely be used by the end of the year.

The summer ESY program salaries were over budget by $29,908; however, the Project Discovery summer program salaries were under budget by $38,140. Though the ESY program is funded by the IDEA grant, any costs that exceed a grant allocation must be funded via the operating budget. This deficit is mitigated by the lower cost of Project Discovery.

The Title I grant allocation this year was higher than anticipated allowing us to shift some staff from the operating budget to the grant ($105,355). This windfall was offset by literacy curriculum and professional development costs that did not qualify for funding through the IDEA grant ($100,000) as originally planned when the general fund budget was finalized. The literacy costs from the IDEA grant that moved to the general fund are offset by the savings acquired by shifting some of the general fund salaries to the Title I grant.

General Fund Operating Budget - Non Salary Highlights

Non-salary expenses represent a very small portion of the overall operating budget; 12.5% ($17,780,793). The majority of these expenses ($9,634,606 or 54%) fall into two categories; special education tuition and transportation. The remaining non salary budgets fund all other expenses including supplies, services, resources, field trips, etc. for the classroom, professional development, mileage reimbursement and LTD insurance for staff, and operational expenses such as licenses for standard administrative tools (Blackboard, ASPEN, Zoom, etc.), banking fees, attorney fees, etc. The largest portion of our unencumbered balance ($3,902,166) is in non-salary expenses (21.88%). These expenses and encumbrances increase as the year progresses as materials and services are needed.

The district is obligated to provide staff opportunities to earn PDPs to maintain their DESE licensure and to ensure all staff receive mandatory training. Funds for Education/Training/Conferences that support these activities were cut substantially during the budget process. Some essential staff training and curriculum development work was inadvertently cut from the budget. The deficit of $39,566 in this area represents the cost for this work.

Though transportation appears slightly under budget in this report ($36,320), the elementary shuttle that was added in September to reduce the length of the route is not encumbered ($35,000). Also, there is a significant increase in the McKenny Vento student population. We are evaluating the possibility of cost sharing some of these expenses with other districts to help mitigate the impact on our transportation budget. The total impact of this will be captured in the Q2 report.

The copier leases which are an OTL expense but managed by the operations department did not get included in either office's budget. The leases are $240,000 and obviously must be funded. The positive variance in the salary accounts will be transferred to pay for the copier leases at the close of the year.

Special Revenue Funds

The special revenue fund report provides insight into financial activity related to the grants and revolving funds that support our programs. As mentioned in the FY25 Q4 report, twenty one (21) prior year grants have been closed which means that Federal grant spending is now current. The three FY24 grants (Title I, Title III, and IDEA) ended August 30th and final reports are due this month. All FY26 Federal grants were submitted and approved prior to the start of the fiscal year and all related expenses are aligned accordingly.

There are two noteworthy highlights in the revolving fund area. The BA&CE program closed in deficit (est. $30,531) and the final expenses will need to be funded through the operating budget. On the brighter side, the District received $607,145 in unanticipated Circuit Breaker revenue in July when the state increased the reimbursement rate for FY25 transportation. This additional revenue will offset a portion of the FY27 CB revenue loss that was leveraged to fund the structural deficit this year.

Finally, to improve the speed and accuracy of posting revenue for the school department, the Town has requested that this function be shifted from the Town to the School finance department. We are looking closely at how to restructure the department to accommodate this request.

Summary

In summary, areas where there are budgetary shortfalls are offset by other areas where we are trending favorably. We received $607,145 in additional Circuit Breaker (CB) revenue that will help close the CB revenue gap in FY27.

Public Schools of Brookline

FY26 General Fund Financial Report - Line Item, 1st Quarter

September 30, 2025

Line Item	Budget	YTD Exp.	Encumb.	Variance	Footnote
Leadership	6,807,358	1,328,136	5,314,492	164,730	3,8
Management	4,547,430	498,211	4,062,615	(13,396)	3
Professional Staff	88,301,816	8,343,965	79,719,161	238,690	1, 3, 10
Administrative Support	5,805,310	1,103,003	4,608,137	94,170	3, 4
Paraprofessionals	13,008,969	1,287,231	11,690,494	31,244	1, 2, 3
Substitutes	1,404,000	61,877	1,342,123	0	
Custodians	3,064,189	691,741	2,373,399	(951)	
Summer Programs/Interns	366,650	169,710	175,634	21,306	5, 9
Stipends/Extra Comp	1,706,076	283,741	1,520,717	(98,382)	6
Salary Subtotal	*125,011,798*	*13,767,615*	*110,806,772*	*437,411*	*0.35%*
Claims & Settlements	1,423,679	17,977	553,820	851,882	
Education/Training/Conferences	78,998	71,290	47,274	(39,566)	7
Instructional Equipment	5,185	2,083	0	3,102	
General Supplies	1,718,691	463,992	448,017	806,682	
Insurance/Annuity	52,000	9,094	0	42,906	
IT Infrastructure Equipment	68,480	0	38,283	30,197	
Leased Computers	853,135	680,785	6,540	165,810	
Legal Services	360,000	38,271	183,979	137,750	
Mileage	25,276	227	13,173	11,876	
Online Books, Subscriptions & Tools	1,296,151	645,336	227,336	423,479	
Out of District Tuition	2,968,628	786,654	2,181,974	0	
Professional/Technical Services	2,948,406	601,824	1,472,414	874,168	8
Purchased Computers	50,800	0	0	50,800	
Student Activities & Field Trips	81,620	3,111	43,375	35,134	
Textbooks & Print Materials	602,126	50,781	79,719	471,626	12
Transportation	5,247,618	64,673	5,146,625	36,320	11
Non-Salary (Operating) Subtotal	*17,780,793*	*3,436,098*	*10,442,530*	*3,902,166*	*21.88%*
Grand Total	**142,792,591**	**17,203,713**	**121,249,301**	**4,339,575**	**3.04%**

Footnotes

1. New position added from extra sections
2. All but 2 PT BEEP paras transitioned to FT per MOA with BEU
3. Breakage: Difference between budgeted salary for a position and the actual salary. Theses variations occur when a position is temporarily unfilled or the salary of a new hire is different than the salary in the budget.
4. Reallocation of an operating expense to a special revenue fund.
5. ESY summer program exceeded the IDEA grant allocation for staff wages.
6. Literacy program curriculum and professional development shifted from IDEA, CCEIS to operating budget per DESE
7. Essential staff training or curriulum development projects inadvertantly cut from the budget.
8. Reallocated funds from Superintendent's salary budget to professional services to address culture and climate and other concerns raised in CLA report.
9. OTL Summer program wages underbudget
10. LOA Coverage
11. The elementary shuttle bus that was added to reduce route length of the route is not encumbered ($35,000)
12. Textbooks miscoded to General Supplies line, adjustment underway

Public Schools of Brookline

FY26 General Fund Financial Report, 1st Quarter - Cost Center

September 30, 2025

Superintendent + SC	**Account**	**Budget**	**YTD Spent**	**Encumbrances**	**Variance**	**Footnote**
	Salary	577,271	188,228	339,444	-1	8
	Operating	46,150	15,332	7,358	73,060	8
Superintendent + SC Total		623,421	203,560	346,803	73,059	

Administration and Finance	**Account**	**Budget**	**YTD Spent**	**Encumbrances**	**Variance**	
	Salary	6,325,218	1,407,471	4,798,636	119,111	1, 3
	Operating	3,676,118	1,381,525	1,539,548	755,045	11
Administration and Finance Total		10,001,336	2,788,996	6,338,185	874,156	

Student Services	**Account**	**Budget**	**YTD Spent**	**Encumbrances**	**Variance**	
	Salary	3,075,641	723,271	2,399,710	-47,340	3, 5
	Operating	10,950,140	964,126	8,177,327	1,808,687	
Student Services Total		14,025,781	1,687,396	10,577,037	1,761,347	

Teaching and Learning	**Account**	**Budget**	**YTD Spent**	**Encumbrances**	**Variance**	
	Salary	4,460,489	703,397	3,721,575	35,517	3, 4, 6, 9
	Operating	505,594	338,756	97,401	69,437	
Teaching and Learning Total		4,966,083	1,042,154	3,818,975	104,954	

Brookline Early Education	**Account**	**Budget**	**YTD Spent**	**Encumbrances**	**Variance**	
	Salary	3,674,667	246,508	3,564,173	-136,014	2, 10
	Operating	89,975	3,825	12,782	73,368	
Brookline Early Education Total		3,764,642	250,333	3,576,955	-62,646	

Baker	**Account**	**Budget**	**YTD Spent**	**Encumbrances**	**Variance**	
	Salary	9,830,149	940,195	8,818,989	70,965	3, 4
	Operating	209,643	45,727	45,671	118,245	
Baker Total		10,039,792	985,922	8,864,660	189,210	

Driscoll	**Account**	**Budget**	**YTD Spent**	**Encumbrances**	**Variance**	
	Salary	7,729,055	762,875	7,011,279	-45,099	1, 3
	Operating	169,896	43,652	28,686	97,558	
Driscoll Total		7,898,951	806,528	7,039,965	52,459	

Hayes	**Account**	**Budget**	**YTD Spent**	**Encumbrances**	**Variance**	
	Salary	7,387,487	704,556	6,725,091	-42,160	1, 3
	Operating	153,455	34,369	26,440	92,646	
Hayes Total		7,540,942	738,925	6,751,531	50,486	

Lawrence	**Account**	**Budget**	**YTD Spent**	**Encumbrances**	**Variance**	
	Salary	8,546,276	824,518	7,680,053	41,705	3
	Operating	216,262	46,829	40,020	129,413	
Lawrence Total		8,762,538	871,348	7,720,072	171,118	

Lincoln	Account	Budget	YTD Spent	Encumbrances	Variance	
	Salary	9,136,884	850,276	8,228,293	58,315	1, 3
	Operating	165,290	49,989	27,099	88,202	
Lincoln Total		9,302,174	900,265	8,255,392	146,517	

Pierce	Account	Budget	YTD Spent	Encumbrances	Variance	
	Salary	9,501,919	918,884	8,630,592	-47,557	1, 3
	Operating	189,860	46,030	41,419	102,411	
Pierce Total		9,691,779	964,914	8,672,011	54,854	

Ridley	Account	Budget	YTD Spent	Encumbrances	Variance	
	Salary	12,714,742	1,200,813	11,250,110	263,819	3
	Operating	236,561	64,553	57,305	114,703	
FRR Total		12,951,303	1,265,366	11,307,415	378,522	

Runkle	Account	Budget	YTD Spent	Encumbrances	Variance	
	Salary	9,678,882	916,255	8,677,482	85,145	3
	Operating	150,266	45,469	22,181	82,617	
Runkle Total		9,829,148	961,724	8,699,663	167,762	

BHS	Account	Budget	YTD Spent	Encumbrances	Variance	
	Salary	32,373,118	3,380,367	28,961,348	31,403	1, 3
	Operating	1,021,583	355,916	319,293	346,374	
BHS Total		33,394,701	3,736,283	29,280,640	377,777	

Grand Total	Account	Budget	YTD Spent	Encumbrances	Variance
	Salary	125,011,798	13,767,615	110,806,774	387,809
	Operating	17,780,793	3,436,098	10,442,530	3,951,766
		142,792,591	**17,203,713**	**121,249,304**	**4,339,575**

Footnotes

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Public Schools of Brookline

FY26 Financial Report - Special Revenue Funds, 1st Quarter

September 30, 2025

Federal Grants

FY24 Title I	Budget	Adj. Budget	Rece'd/Spent	Encumbered	Variance	Footnote
Revenue	61,832	-	-	61,832	-	13
Expense	32,376	-	3,256	28,801	319	14
FY25 Title I						
Revenue	87,098	-	51,210	35,888	-	13
Expense	28,820	-	-	28,820	-	
FY26 Title I						
Revenue	734,413	-	-	734,413	-	
Expense	734,413	-	73,288	345,570	315,555	
FY25 Title IIA						
Revenue	91,968	-	54,707	37,261	-	13
Expense	23,253	-	6,794	9,753	6,705	
FY26 Title IIA						
Revenue	135,321	-	-	135,321	-	
Expense	135,321	-	-	-	135,321	
FY24 Title III						
Revenue	41,042	-	2,179	38,862	-	13
Expense	4,467	-	4,467	-	-	
FY25 Title III						
Revenue	121,773	-	3,876	117,898	-	
Expense	117,802	-	68,598	27	49,177	

Federal Grants - Continued

FY26 Title III	Budget	Adj. Budget	Rece'd/Spent	Encumbered	Variance	Footnote
Revenue	117,330	-	-	117,330	-	
Expense	117,330	-	-	99,659	17,671	
FY25 Title IV						
Revenue	35,255	-	2,272	32,984	-	
Expense	32,850	-	178	31,633	1,039	14
FY26 Title IV						
Revenue	24,475	-	-	24,475	-	
Expense	24,475	-	-	-	24,475	
FY24 IDEA						
Revenue	516,448	-	-	516,448	-	
Expense	89,950	-	17,951	72,000	-	14
FY25 IDEA						
Revenue	1,572,063	-	211,019	1,361,045	-	
Expense	1,139,086	-	584,902	26,448	527,736	
FY26 IDEA						
Revenue	2,320,928	-	-	2,320,928	-	
Expense	2,320,928	-	120,803	1,755,328	444,797	
FY25 IDEA - EC						
Revenue	40,525	-	30,683	9,842	-	
Expense	9,842	-	1,866		7,976	
FY26 IDEA - EC						
Revenue	40,392	-	-	40,392	-	
Expense	40,392	-	-	34,126	6,266	

Federal Grants - Continued

FY26 Perkins	Budget	Adj. Budget	Rece'd/Spent	Encumbered	Variance	Footnote
Revenue	73,278	-	-	73,278	-	
Expense	73,278	-	-	-	73,278	

State Grants

FY26 METCO	Budget	Adj. Budget	Rece'd/Spent	Encumbered	Variance	Footnote
Revenue	2,387,684	-	-	2,387,684	-	
Expense	2,387,684	-	241,583	1,654,445	491,656	
FY26 METCO (PAC)						
Revenue	25,784	-	-	25,784	-	
Expense	25,784	-	15,840	9,308	636	
FY26 Enhanced School Health						
Revenue	90,000	-	-	90,000	-	
Expense	90,000	-	8,935	29,678	51,386	
FY26 Coord. Family & Com. Egage						
Revenue	139,874	-	-	139,874	-	
Expense	139,874	-	12,011	114,073	13,790	
FY25 Civics Teaching/Learning						
Revenue	30,967	-	-	30,967	-	
Expense	28,803	-	10,830	3,070	14,903	
FY26 PRISM III						
Revenue	207,072	257,072	-	204,248	52,824	
Expense	207,072	257,072	152,056	52,192	52,824	14
FY26 Genocide Education						
Revenue	70,000	-	-	70,000	-	
Expense	70,000	-	7,374	-	62,626	

Revolving Funds

Circuit Breaker	Budget	Adj. Budget	Rece'd/Spent	Encumbered	Variance	Footnote
Revenue	4,258,609	4,865,754	607,145	4,258,609	-	15
Expense	6,201,672	-	635,717	4,700,567	865,387	16
Food Service						
Revenue	4,649,498	-	208,368	4,441,130	-	
Expense	4,630,175	-	509,688	2,681,798	1,438,690	
BEEP						
Revenue	3,740,740	-	1,282,007	2,458,733	-	
Expense	3,597,660	-	416,361	3,178,536	2,763	
BA&CE						
Revenue	13,866	157,192	143,326	-	-	
Expense	13,866	157,192	183,162	4,561	(30,531)	17
Non-Res.Tuition - Material Fees						
Revenue	675,185	-	103,467	571,718	-	
Expense	676,286	-	64,515	613,884	(2,113)	
Athletics						
Revenue	455,000	-	125,597	329,403	-	
Expense	455,000	-	81,536	68,941	304,523	
Use of Facility						
Revenue	314,415	-	44,141	270,274	-	
Expense	293,522	-	43,415	256,305	-	
HS Resteraunt						
Revenue	130,000	-	293	129,708	(1)	
Expense	152,983	-	15,658	77,451	59,874	

Footnotes

13. Anticipated revenue is higher because we have not received reimbursement from prior year expenses
14. Grant has closed, final reports are in the process of being completed for submission
15. FY25 EOY CB adjustment to transportation reimbursement in the amount of $607,145; funds received in July
16. Pending placements have not been encumbered
17. Estimated BA&CE deficit; expenses to be transfered to the generaal fund after final invoices are paid