

School Administrative Unit #31 Newmarket School District 186A Main Street, Newmarket, NH 03857 (603) 659-5020 Fax (603) 659-5022 www.newmarket.k12.nh.us



Todd Allen Interim Superintendent of Schools

Janna Mellon Business Administrator Patricia Wons Director of CIA &, Professional Learning

Erica MacNeil Student Services

Date: August 27, 2022

To: Todd Allen, Interim Superintendent

cc: Newmarket School Board

Subject: FY 2021-2022 Quarter 4 Financial Report of the Business Administrator

FY 2021-2022: Quarter 4, Financial Reports:

Financial reports for Quarter 4 of the 2021-2022 fiscal year are attached for your review. These reports have been presented to you by expenditure category with notes to explain variances.

Expenditures-General Fund: COVID-19 operations significantly impacted both expenditures and revenues for FY 2022. Certain unanticipated expenditures have been incurred and other planned expenditures have been delayed or shifted to address changing district needs. Please see the notes that accompany our financial statements for more detailed information about variances by expenditure category. However, overall our total FY 22 expenditures in our General Fund were primarily the result of variances in the following significant areas:

Category	Budgeted Amount Unexpended	Notes
Salaries	\$610,434	These are primarily as a result of hiring challenges due to COVID-19 and a necessary shift to outsourcing in several areas of operations.
Benefits	\$351,465	This variance is due to unexpended benefits on salaries as noted above.
Operations	(\$379,313)*	These funds consist primarily of expenditures for professional services and utilities.
Unexependable FY 21 Purchase Order Encumbrances	\$21,546	In July 2021, the Board voted to encumber from end of year funds to complete on-going projects previously encumbered by Purchase Order. The total amount of this encumbrance was \$416,304. Unexpended encumbrances carried from one fiscal year to the other, if not expended for the purpose intended, are required per municipal law to be returned as part of our fund balance. Several projects were completed at lower costs than anticipated, and therefore, any unused encumbrances voted for these purposes are returned as part of our unexpended balances.

Total	\$604,132					
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*Note: The Operations total above reflects the actual impact of Operations expenditures from FY 22 alone. In our financial statements, these expenditures are combined with unexpended FY 21 encumbrances (-\$379K +\$22K=-\$358K).

<u>Revenues</u>: A more comprehensive report is included later in the report, but presented below is a brief summary of revenue highlights.

Local Revenues: Overall, revenues in the General Fund were lower than expected by \$245K and this is primarily composed of a variance in Food Service sales and bond fund interest. The shortfall in local Food Service revenues was primarily due to Federal USDA waivers that allowed us to serve free meals to all students, thus significantly reducing food service cash sales. However, please note an offsetting positive variance in Federal revenues due to increased Federal meal reimbursements.

State Revenues: State Revenues were higher than expected for FY 22, due primarily to a positive variance in Special Education Aid of \$89K.

Federal Revenues: Federal Revenues for child nutrition and Medicaid revenues were higher than expected, resulting in excess revenues of \$470K beyond what was budgeted. We also received unanticipated revenues in the form of E-Rate and FEMA reimbursements, totaling \$415K. The balances of federal grants reflected in the revenues statement will carry forward into subsequent fiscal years, providing a financial benefit to future years.

DOE-25 and Fund Balance to Reduce Taxes:

As required by RSA 198:4-f, the Newmarket School District has completed the DOE-25 and the MS-25 reports as required by the NH Department of Revenue and the NH Department of Education. As you know, these informational reports from the School District are instrumental in setting the tax rate for the residents of Newmarket and also provide necessary data to the NH DOE. Therefore, we wanted to share the following information regarding the estimate of the unassigned fund balance that can be used to reduce taxes as this information informs many decisions at the local level both for the School District and the Town of Newmarket.

This Unassigned Fund Balance is calculated using aggregated information from all funds, including the General Fund. It is the difference between district assets (cash, amounts receivables) and district liabilities (amounts payable at the close of the FY), with certain required accounting adjustments. In a nutshell, the unassigned fund balance can be viewed as "what is left over after all bills related to the fiscal year have been paid." The unassigned fund balance has many components, and these components are shown below in more detail.

Unexpended Balance of Appropriations: The largest component of the Unassigned Fund Balance consists of unexpended budgeted amounts in the General Fund (some of these are also noted above in the Expenditures section) which include:

Salaries and Benefits	\$962K	These primarily stem from hiring challenges due to COVID-19 and
		due to a shift in our custodial model which resulted in the
		utilization of contracted custodial services. Due to this model
		shift, you will see a corresponding over-expenditure in the

		operations section operations below, as costs were shifted from salaries and benefits to professional services.
Operations	(\$379К)	This over-expenditure is primarily due to increases in the costs of utilities and fuel in FY 22 as well as the transition to a new custodial model which shifted FY 22 costs from salaries and benefits to operations.
Unexpendable FY 20 Encumbrances	\$22K	Unexpended encumbrances voted and carried from one fiscal year to the other, if not expended for the purpose intended, are required per municipal law to be returned as part of our fund balance
Auditing Adjustments to Expenditures-All Funds	\$112K	When our financial statements are presented, all funds are blended together, including our General Fund. These adjustments include transfers between funds and certain required auditing adjustments.
Total Unexpended Balance of Appropriations	\$716K	In accordance with our Financial Audit figures for FY 22.

Other components of the Unassigned Fund Balance include Excess Revenues (649K) and fund balance increases/decreases from the prior year in <u>all funds</u> (\$345K). Finally, encumbrances voted for the subsequent year (\$188K) and Retained Fund Balance voted for Contingency (\$484K) are deducted from the remaining amounts to arrive at our Unrestricted Fund Balance to Reduce Taxes. Details of this calculation are shown below.

Component	Amount
Unexpended Balance of Appropriations*	\$ 715,680
Excess (deficit) Revenues-General Fund**	\$ 648,648
Amounts Encumbered to Subsequent Year (Purchase Orders and Other Obligations)	(\$ 188,402)
Net decrease in Committed Fund Balances (Auditing Adjustment)	\$ 60,000
Changes in Assigned Fund Balances (Auditing Adjustment)	\$ 344,632
Unassigned Balance Before Adjustment for Retained Fund Balance	\$1,580,558
Less: Fund Balance Retained (2.5%)	(\$483,858)
Unassigned Fund Balance to Reduce Taxes	\$1,096,700

* This figure varies from the one shown on page 5 because this audited figure includes net fund transfers and certain accounting adjustments not reflected in our financial statements.

** This figure varies from the one shown on page 7 because our revenues report **does** include Food Service Revenues and Federal Grant revenues (not just General Fund revenues), and our report does **not** include transfers between funds and adjusting audit entries, which are part of the blended financial statement revenue calculations.

Food Service Fund Summary: For the first time in many years, the Newmarket Food Service Fund has finished the year with a positive fund balance (\$131K). It is important to know that this is wholly due to the USDA waivers that were in place in FY 22 under COVID-19 protocols. These waivers allowed the district to serve free, reimbursable meals to <u>all</u> students and the federal reimbursement rates were also set at a significantly higher rate than was used pre-COVID. As you can see on page 9, the Federal and State revenues amounted to \$565K and this increased revenue more than offset operating costs, which also exceeded our expected expenditure budget. In brief, more meals were served in our program in FY 22 than we have ever served before. The positive fund balance in our Food Service fund is restricted

and cannot be returned to reduce taxes; it can only be used to offset future losses in our Food Service fund.

FY 2022-2023-Preview of Coming Attractions:

FEMA Project DR 4516: On January 21, 2021, changes were announced to the FEMA Public Assistance Program in response to COVID-19. These changes reversed a previous decision to exclude schools from eligibility for reimbursements under FEMA COVID disaster DR 4516. Since that time, the district has submitted and been paid for FEMA claims totaling \$386,203. On 6/30/2022, we submitted our final claims under DR 4516 for eligible expenditures during the period March 1, 2022 through June 30, 2022. These expenditures included costs for disinfection services conducted by our outsourced custodial services. The submitted total claim for this period was \$103,373. If approved, FEMA will pay 100% of charges that are found to be eligible under this project, resulting in an unanticipated revenue in FY 23. While we are still awaiting final FEMA review and approval of our claim at the Federal level, we remain hopeful that these funds will be reimbursed to the District.

Food Service Operations Outlook: To address significant staffing challenges similar to those we have been facing in other operational areas, we have shifted to a Food Service Management Company operational model for both NES and NJSHS for 2022-2023. While the total food service management cost is currently expected to remain within our FY 23 budget, we also anticipate that sharply increasing food and labor costs could have a negative impact on our operations in 2022-2023.

In addition, the COVID USDA waivers that allowed the district to provide free meals to all students have expired. In 2022-2023, only families that qualify based on income or other eligibility requirements can continue to receive free or reduced meals. Given this fact, we anticipate that participation in our Food Service program will decrease in 2022-2023 and unpaid student debt will increase. In anticipation of these factors, the Newmarket School Board has voted to raise meal prices for the coming school year by \$0.20 per lunch and 0.25 per breakfast, but it is likely that these increases in prices, even coupled with increased federal reimbursement rates for free/reduced meals, might not offset anticipated expenditures for food service operations in FY 2022-2023.

<u>One-Time State Retirement Contribution</u>: As you know from earlier reports, HB 1417 was passed by the NH legislature in April 2022. This will result in a 7.5% <u>one-time</u> contribution from the state to offset a portion of retirement costs for group I teachers, as well as group II fire and police. It is important to understand that while this state contribution will reduce the local tax effort in FY 23, unless adopted as permanent in future legislation, we can expect an automatic tax increase in FY 24 since the state contribution would not continue beyond FY 23 and local contribution rates would return to a "normal" level for subsequent years.

NHRS Employer Contribution Rate Decrease: For the first time in many years, the biennial New Hampshire State Retirement Contribution rates have decreased. For FY 2024 and FY 2025 employer rates for teachers have dropped from 21.02% to 19.64% (decrease of 7.03 %) and the employer rates for employees have decreased from 14.06% to 13.53% (decrease of 3.77%).

NH SAFE Grants (Homeland Security and Emergency Management (HSEM): The NH DOE opened its application period for SAFE grant awards totaling \$13M, to be awarded to school districts under the Public School Infrastructure and American Rescue Plan. Each school district is eligible to apply for awards up to \$100K per building to enhance security and safety. The Newmarket School District has applied for a total of four (4) project awards totaling \$172K to enhance existing security systems and safety infrastructures in our buildings. While it is unlikely that all projects will receive full funding, we remain optimistic that adequate funding might be received to proceed with some of our proposed projects. The early award notifications will be made by October 4, 2022 and the regular award notifications are expected in early November.

SEED Grant (School Energy Efficiency Development): With the support of our State Representative Michael Cahill, State Senator Rebecca Kwoka-Perkins, the Newmarket Budget Committee and the Newmarket School Board the district has applied for SEED funding to complete our window replacement project at NES. Currently, we are in the process of replacing approximately half the windows, and if awarded this grant, we would have the ability to replace the remaining windows at NES. This grant is for only one (1) award in the amount of \$150K. This award is expected to be announced in mid-September 2022.

Respectfully submitted, Janna Mellon, Business Administrator

Newmarket School District Financial Statements as of 6/30/22 Additional Information Regarding Certain Expenditure Category

Expenditures by Category-		Original otal Budget,								
General Fund		as Voted	Adjustments*	Тс	otal Budget	١	TD Activity	(U	nfavorable)	% Remaining
Salaries										
Administrator	\$	1,358,933	\$37,328		\$1,396,261	\$	1,404,139	\$	(7,878)	
Administrative Support	\$	507,589	\$0,020		\$507,589		500,699	\$	6,889	
Professional	\$	7,337,282	\$20,872		\$7,358,154		7,435,346	\$	(77,192)	
Paraprofessionals, Tutors & Monitors	\$	1,318,383	\$0		\$1,318,383		1,005,201	\$	313,182	
Other Educational	\$	289,619	\$0 \$0		\$289,619		200,900	\$	88,719	
Facilities	\$	423,200	\$400		\$423,600		168,385	\$	255,215	
Other Non-Instructional	\$	253,342	\$20,000		\$273,342		241,843	\$	31,499	
Total Salaries	Ψ	\$11,488,347	\$78,600		\$11,566,947		10,956,513	\$	610,434	5.28%
Benefits										
FICA		\$890,466	\$3,731		\$894,197	\$	804,864	\$	89,333	
NHRS		\$1,972,970	\$10,252		\$1,983,222		1,962,721		20,501	
Health/Dental Insurance		\$2,108,934	\$0		\$2,108,934		2,017,171		91,763	
Other Benefits		\$376,161	-\$92,583		\$283,578		133,711	\$	149,867	
Total Benefits		\$5,348,531	-\$78,600		\$5,269,931		4,918,466	\$	351,465	6.67%
Operations										
Supplies		\$255,638	\$0	\$	255,638	\$	282,346	\$	(26,708)	
Professional Services		\$2,004,927	\$0		2,004,927		2,401,552		(396,625)	
Software		\$188,550	\$10,400		198,950		189,713		9,236	
Textbooks		\$68,504	\$0		68,504		32,845	\$	35,658	
Printing/Postage		\$23,420	\$0	\$	23,420		29,154		(5,734)	
Equipment		\$260,249	\$80,788	\$	341,037	\$	353,642	\$	(12,605)	
Furniture		\$34,146	\$0	\$	34,146	\$	29,257	\$	4,889	
Tuition		\$811,277	\$0	\$	811,277	\$	755,041	\$	56,236	
Repairs & Maintenance		\$348,557	\$317,845	\$	666,402	\$	683,701	\$	(17,299)	
Professional Development		\$165,345	\$0	\$	165,345	\$	64,260	\$	101,085	
Utilities/Fuel		\$246,180	\$0	\$	246,180	\$	407,382	\$	(161,201)	
Professional Dues & Fees		\$58,896	\$0	\$	58,896	\$	51,227	\$	7,669	
Phones/Internet		\$43,200	\$0	\$	43,200	\$	36,639	\$	6,561	
Insurances and Other Operational Expenses		\$196,203	\$498,255	\$	694,458	\$	653,387	\$	41,071	
Debt Service		\$2,108,140	\$0	\$	2,108,140	\$	2,108,140	\$	-	
Total Operations		\$6,813,231	\$907,288		\$7,720,519	\$	8,078,285	\$	(357,767)	-4.63%
Total Expenditures		\$23,650,109	\$907,288		\$24,557,396		\$23,953,264		\$604,132	2.46%

*In Quarter 4, you will see equal and offsetting adjustments to expenditure budgets for salaries and benefits. These adjustments are due to the allocation of certain benefits such as severance, that were budgeted as a lump sum in one area of the budget, but have now been re-distributed to the appropriate salary and benfeits categories based on actual employee elections.

Variances Shown Above:

Category	Variance	Notes
Salaries-Professional	(\$77,192)	COVID-19 dramatically impacted our staffing levels as we faced unprecedented hiring
Salaries-Paraprofessionals/Tutors	\$313,182	challenges. These challenges most significantly impacted support positions such as
Salaries- Other Educational	\$ 88,719	paraprofessionals and custodians. As a result, the district needed to outsource paraprofessional
Salaries-Facilities	\$255,215	and custodial services during FY 22. Overall, a total of \$610,434 in Salaries were unexpended in
Salaries-Other Non-Instructional	\$31,499	FY 22, but this is partially offset by over-expenditures in the professional services category
(see note below re: Q4 adjustment)		below.
Benefits-FICA	\$ 89,333	With lower salary expenditures, associated benefits cost typically decrease as well. Benefits
Benefits-NHRS	\$ 20,501	expenditures were \$351,465 lower than budgeted overall.
Benefits-Health/Dental	\$ 91,763	
Benefits-Other	\$149,867	
(see note below re: Q4 adjustment)		
Supplies	(\$26,708)	These expenditures include custodial supplies, masks and PPE for staff and students. We were
		able to recoup certain COVID-related costs with FEMA awards, and while expenditure line shows
		as over-expended, you will see offsets to many of these costs in the revenues section as
		unanticipated FEMA revenues.
Professional Services	(\$396,625)	While we have incurred unanticipated costs for professional services in certain operational
		areas, many of these additional costs have been offset by unanticipated FEMA revenues (see
		revenues section below).
Tuition	\$ 56,236	This remaining balance is primarily due to Special Education out-of-district tuition that was
		budgeted, but unused due to change(s) in student needs.
Professional Development	\$101,085	Due to COVID-19, many professional development activities have been either postponed or
		modified.
Utilities/Fuel	(\$161,201)	As noted in prior financial reports, due to increased energy costs and a need to increase the
		percentage of outside air intake with our HVAC systems in both buildings to address COVID-19,
		we have been anticipating a negative variance in utilities for FY 22. This increase is due to
		significant increases in costs for water and sewer, electricity, and propane.
Insurances and Other Operational	\$ 41,071	This variance is due to lower than anticipated insurance costs for Worker's Compensation and
Expenditures		Unemployment in FY 22.

Revenues			Total Budget		YTD Activity		Variance (Negative Variance)	% Budgeted Revenues Received as of 6/30/22
Local Revenues			Total Dauget		TID ACTIVITY		vanancej	45 01 07 007 22
Local Revenues	District Assessment	\$	17,410,242	\$	17,410,242	\$		100%
	Tuition From Others	\$	5,000			\$	22,298	546%
	Earnings on Investments-GF	\$	5,000		4,372		(628)	87%
	Refund of Contributions/Premiums	\$	5,000	\$	7,492		7,492	0170
	Other Local Revenue **	\$	150,000		43,123		(106,877)	29%
	Food Service Revenues	\$	201,551		30,837		(170,714)	15%
	New England Dairy Grant	Ψ	201,331	φ \$	3,035		3,035	1370
	Total Local Revenues	\$	17,771,793		17,526,398		(245,395)	99%
State Revenues	Total Local Kevenues	Ŷ	17,771,755	Ļ	17,520,550	Ļ	(243,333)	5576
State Revenues	Adequacy Aid	\$	2,933,437	¢	2,933,449	¢	12	100%
	State Education Tax	գ \$	1,944,085		1,944,085		12	100%
	Other State Aid	գ \$	9,000			ф \$	- 653	107%
	Vocational Transportation Aid	э \$				э \$		97%
	-		9,500		9,203 252,110		(297)	
	Special Education Aid Child Nutrition-State Breakfast	\$	162,950		,		89,160	155%
		\$	5,000		6,825		1,825	136%
Federal Revenues	Total State Revenues	\$	5,063,972	Ş	5,155,325	Ş	91,353	102%
rederal Kevenues	Federal Grants							
	Title IA	¢	005 404 00	¢	000 000	•	(70.74.4)	750/
	Title IIA	\$	295,101.92		222,388		(72,714)	75%
		\$	110,871.78		50,060		(60,812)	45%
	IDEA and Preschool	\$	304,184.38			\$	(5,743)	98%
	IDEA Comp. Services	\$	9,845.20		9,845	\$	-	100%
	Title III	\$	10,756.79		-	\$	(10,757)	0%
	Title IVA	\$	53,142.92		40,357		(12,786)	76%
	ESSER CARES	\$	1,816,255.30		371,385	\$	(1,444,870)	20%
	FEMA	\$	-	\$	386,203		386,203	
	Federal-Child Nutrition	\$	175,000.00		557,799		382,799	319%
	Federal-School Meals Emerg. Oper. Program	\$	-	\$	9,179		9,179	
	Federal-Supply Chain Grant-Food Service			\$	8,172		8,172	
	Federal-Medicaid	\$	90,000	\$	176,979.87	\$	86,979.87	197%
	Federal-ERATE Total Federal Revenues	\$ \$	- 2,865,158	\$ \$	28,368.07 2,159,177	\$ ¢	28,368.07 (705,981)	75%
	Total Feuclai Revenues	Ş	2,803,138	Ş	2,133,177	Ş	(705,581)	73/8
	Total Revenues	\$	25,700,923	\$	24,840,901	\$	(860,022)	97%
			Total Budget				Variance (Negative	% Budgeted
Other Reven	1105		Total Budget 7/1/2021				(Negative Variance)	Revenues Received
					YTD Activity		variance)	as of 6/30/22
	nds from GF (WA #4 &5)	\$	110,000	\$	110,000		-	100%
	Funds-NES Improvements			\$	(27,780)	\$	27,780	
Transfer to Trust Fu	nds-Adequacy Aid	\$	-	\$	498,255			
Local Grants		\$	48,866	\$	9,732	\$	(39,134)	20%
Interest Trust Funds		\$	-	\$	1,440	\$	1,440	
Interest Bond Fund		\$	-	\$	387	\$	387	
	Total Revenues-All Funds	\$	25,859,789	\$	25,432,935	\$	(869,549)	

** Other Local Revenue was originally budgeted to include the transfer of accrued Bond Fund interest earned throughout the construction project. In accordance with municipal law, any interest earned on Bond Funds will transfer to the General Fund upon closure of the Bond Fund. However, due to COVID-related delays, we now anticipate that the Bond Fund will close in FY 23 and therefore, this revenue will be recorded in FY 23, not FY 22. This timing difference resulted in a negative revenue variance for FY 22.

Newmarket School District Food Service Summary as of 6/30/22

ood Service Expenditures		Tot	al Budget	ΥT	D Activity	F	Variance Favorable nfavorable)	% Remaining	
Salaries									
Salaries		\$	163,550	\$	110,261	\$	53,288	32.6%	
	Total Salaries	\$	163,550	\$	110,261	\$	53,288	32.6%	
Benefits									
FICA		\$	12.544	\$	8,143	\$	4,401	35.1%	
NHRS	I	\$	13,331	\$	10,036	\$	3,296	24.7%	
Health/Dental Insurance		\$	27,641	\$	18,417	\$	9,223	33%	
Other Benefits		\$	582	\$	-	\$	582	100.0%	
	Total Benefits	\$	54,098	\$	36,596	\$	17,503	32.35%	
Operations									
Supplies		\$	8,100	\$	3,491	\$	4,609	56.9%	
Repairs & Maintenance		\$	6,803	\$	6,061	\$	742	10.9%	
Equipment		\$	-	\$	8,629	\$	(8,629)	0.0%	
Professional Services		\$	-	\$	239,495	\$	(239,495)	0.0%	
Professional Development		\$	1,000	\$	407	\$	593	59.3%	
Professional Dues & Fees		\$	1,000	\$	840	\$	160	16.0%	
Food		\$	147,000	\$	78,879	\$	68,121	46.3%	
	Total Operations	\$	163,903	\$	337,802	\$	(173,899)	-106.10%	
Total Expenditures as	of 6/30/2022	\$	381,551	\$	484,659	\$	(103,108)	-27.0%	
Food Service Revenue	-					\$	30,835		