



# BEDFORD PUBLIC SCHOOLS

---

Business Office  
Julie Kirrane, Director of Finance

99 McMahon Road  
Bedford, Massachusetts 01730  
Tel: 781-275-7588

TO: Philip Conrad, Superintendent  
School Committee

FROM: Julie Kirrane, Director of Finance

DATE: October 26, 2021

SUBJECT: Fiscal 2021 Final Report

---

As summarized in the chart below, the final year-end balance of the FY21 Bedford Public Schools operating budget is \$0, after: 1) the application of all budgetary offsets, 2) a reserve fund transfer to increase available operating budget funds, and 3) a final transfer of remaining ARPA and CARES eligible expenses.

FY21 School Committee Budget	\$ 42,031,459
FY21 Reserve Fund Transfer	\$ 395,671
FY21 Final Available Budget	\$ 42,427,130
FY21 Expenditures	
Salaries	\$ 34,509,390
Operating Expenses	\$ 2,165,808
Special Education Tuition	\$ 3,150,065
Regular Transportation	\$ 1,171,449
Special Education Transportation	\$ 715,437
Total FY21 Expended	\$ 41,712,150
FY21 Budget Surplus (Deficit)	\$ 319,309
FY21 Covid Expenses on Operating Budget	\$ 515,755
FY21 Deficit	\$ (196,446)
<i>Transferred to Muni CARES</i>	\$ 76,374
<i>Transferred to ARPA</i>	\$ 46,079
<i>FEMA claim</i>	\$ 73,993
Actual FY21 Final Balance	\$ 0
FY21 Funds Carried Forward	
State Impact Aid	\$ 346,943
Special Education Circuit Breaker	\$ 660,905

FY21 budget-to-actual expenditures, by major expense category, are summarized in the following chart. Additional details regarding budget variances are also highlighted below.

Major Budget Categories	FY21 Original Budget	FY21 Adjusted Budget	FY21 Actual Expended	\$ Variance	% Variance
SALARIES	\$34,963,629	\$34,899,843	\$34,509,390	\$ 390,453	1.1%
OPERATING EXPENSES	\$ 2,197,791	\$ 2,261,577	\$ 2,165,808	\$ 95,769	4.2%
SPEC ED - OUT OF DIST TUITION	\$ 2,784,328	\$ 2,784,328	\$ 3,150,065	\$(365,737)	-13.1%
REGULAR TRANSPORTATION	\$ 1,181,210	\$ 1,181,210	\$ 1,171,449	\$ 9,761	0.8%
SPEC ED TRANSPORTATION	\$ 904,501	\$ 904,501	\$ 715,437	\$ 189,064	20.9%
SALARIES - COVID		\$ 395,671	\$ 689,686	\$(294,015)	
OPERATING EXPENSES - COVID			\$ 25,293	\$ (25,293)	
<b>TOTAL OPERATING BUDGET</b>	<b>\$42,031,459</b>	<b>\$42,427,130</b>	<b>\$42,427,129</b>	<b>\$ 0</b>	<b>0.0%</b>

### **Salaries**

Salaries comprise 82% of the total operating budget and ended with a positive variance of 1.1%. Some details include:

- Saving of \$390,453 are largely attributed to surpluses due to vacancies in several professional positions vacant for most of the year, attrition/turnover savings, and lower than anticipated substitute costs. There also were savings of approximately \$196,000 resulting from programmatic changes due to Covid which were offset by negative variances in ERI, payments for earned vacation and contractual sick leave buy back.
- Substitute expenses have been highly variable in recent years. After two years of increases, substitute spending was \$267,586 in FY21, and below the level of the FY21 budget of \$300,000. A budgeted offset from state Impact Aid was not needed.

The following chart provides actual expenses, broken down by type of substitute expense:

SUBSTITUTE COSTS - FY18 - FY21 ACTUAL BY TYPE OF SUBSTITUTE

Substitute Type	FY18	FY19	Substitute Type	FY20 \$	FY20 %	FY21 \$	FY21 %
			Building Sub	\$ 170,468	30%	\$ 42,814	16%
			Daily Sub	\$ 46,185	8%	\$ 24,083	9%
Short Term Subs	\$ 48,985	\$ 108,322	Subbing by EA/TAs	\$ 56,209	10%	\$ 37,462	14%
Long Term Subs	\$ 215,763	\$ 262,387	Long Term Subs	\$ 289,227	51%	\$ 163,227	61%
<b>TOTAL</b>	<b>\$ 264,748</b>	<b>\$ 370,708</b>		<b>\$ 562,089</b>	<b>100%</b>	<b>\$ 267,586</b>	<b>100%</b>

### **Operating Expenses**

Operating Expenses ended the year with a surplus of \$95,769, a budget variance of 4%. This was primarily due to programmatic changes due to Covid-19, as well as conservative spending in regular areas of the budget. Administrators with budgetary responsibility in the district have been extremely helpful in ensuring spending decisions are judicious given the great financial needs in responding to Covid-19.

### **Special Education Out-of-District Tuition**

Gross special education tuitions costs were lower than budgeted, by \$84,263. As was documented in the development of the FY21 operating budget in December 2020, a structural tuition budget gap had developed in the school operating budget. The FY21 budget was approved with a deficit in the tuition budget while the Town reserved \$450,000 to cover this gap.

The final tuition deficit ended at \$365,737 versus \$450,000. At year end, savings in other areas of the budget covered the tuition deficit and the Town reserve was not needed. The chart below illustrates the final gross, net and use of special revenue in the FY21 budget:

FY21 Out of District Tuition	FY21 Budget	Actual FY21 Expense
FY21 Net Tuition Expense budgeted	\$ 2,784,328	\$ 2,784,328
FY21 Gross Tuition Expense	\$ 4,884,601	\$ 4,800,338
FY21 Use of Circuit Breaker	\$ (1,551,650)	\$ (1,551,650)
FY21 Use of State Impact Aid	\$ (98,623)	\$ (98,623)
FY21 Net Tuition Expense	\$ 3,234,328	\$ 3,150,065
FY21 Budget Surplus (Deficit)	\$ (450,000)	\$ (365,737)

### **Transportation**

Both regular and special education transportation expenses were lower than budgeted in FY21.

- Regular Transportation ended the year with a surplus of \$9,761 and a budget variance of less than one percent. There were some reduction in routes during the year (e.g., late buses), while there were extra costs incurred for sanitization.
- Special Ed Transportation ended the year with a surplus and savings of \$189,064, or 21%. This was due the numbers of students eligible for specialized transportation who elected not to ride special education vans. Lower ridership was due to parental choice of remote education, or to drive students to school.

While this has been a report on the FY21 operating budget, it would be remiss not to state, once again, the extent to which the federal government relief funds and the Town's commitment of reserve dollars supported our students. In total, \$2M dollars in additional resources were spent in fiscal year 2021 due to the pandemic. The operating budget was supplemented by approximately \$1.6 million in federal relief funding that became available to Bedford throughout the year, and has been previously reporting and discussed. When all federal relief funding sources were fully obligated, a June 2021 Town reserve fund transfer of \$385,741 closed the gap.

I would be happy to answer any questions about this report, or to provide additional information or clarifications as needed.