

Shared Services Task force

Meeting notes 2.3.14

2/3/14 8pm meeting notes

- Attendees: Ben Stanford, Paul Krasusky, Karen Moran, Sam Adlerstein
- Approved minutes of our 1/27 meeting - [LINK](#)
- We worked Ben's DRAFT energy plan into our final document to bring to TC/BOE
 - Meeting will be this Wed (Th. snow date), 7pm THS, beginning of BOE meeting
 - Will run status of BOE budget past TC, while all together
 - Ben .. would you mind presenting the conclusion / relevant details?
- We began a new document toward next steps recommendations, after addressing the energy priority.
- Sam to follow up with Bill validate data from download, advise that given what we know, didn't see reason for Chris White position, and recognized the Technology need for Chris' focus.
- Tom to answer, "what are potential custodian contractual limitations on using them differently, even potentially outsourcing?" We are not deciding or recommending anything. At this point trying to understand the very broad situation with respect to potential shared services.
- Adjourned 9:20PM

Recommendations

Initial Recommendations from the Ad Hoc Shared Services Committee

The Joint Town Council and Board of Education Ad Hoc Shared Services Committee make the following formal recommendations.

1. The Ad Hoc Committee recommends that the following areas of overlapping or redundant services be continued to be investigated.
 - a. Maintenance
 - b. Technology
 - c. Safety/Resource Officer
 - d. Voices Program
 - e. Custodial
 - f. Finance and Business Services
 - g. Lines of Chain of Command
2. The Ad Hoc Committee recommends that areas of possible outsourcing be investigated for cost savings or service improvements.

These areas will need to be explored further. The Ad Hoc Committee would like to continue on this path of Shared Services. The Committee members are willing to continue to work on and explore avenues for shared or consolidation of services and with the potential for immediate and long term savings from said consolidations.

Recommended Action Plan for Town Wide Facility Management in Tolland

Purpose: This document lays out the plan of action to address HVAC and the facilities infrastructure in Tolland to ensure the investments in buildings and energy conservation measures are properly managed and maintained. The end result of the action plan is to have one responsible entity in Tolland that oversees, manages and maintains the HVAC systems and physical buildings in town.

Background: In 2012 the Town Council and Board of Education in Tolland initiated a project to use energy savings to finance facility improvements thru what is known as an ESCO (Energy Savings Company). Honeywell was selected as the ESCO and improvements have begun. A joint Town and School utilities fund was recently established to ensure savings from the improvements can be tracked and the payments made to payoff the bonds.

This plan was crafted by the Ad Hoc Joint Town Council and Board of Education Committee on Shared Services. The plan is based on recommendations from Town Manager Steve Werbner. The recommendations are a result of discussions with CNC's facility maintenance supervisor and mechanical engineers involved in prior commissioning of Tolland HVAC systems. The actions below were reviewed and approved unanimously by the Shared Services Ad Hoc Committee.

Action Plan: The Town Council and Board of Education shall review and vote to approve the following actions to be taken by the Town Manager and School Superintendent to establish a new Single Facilities and HVAC management unit.

Action Plan page 2 of 3

1. The Town Manager with support and help from the School Superintendent shall establish a new Facilities and HVAC department prior to the completion and commissioning of the new HVAC systems installed by Honeywell. The department will be responsible for oversight of all building maintenance and improvements including but not limited to facility capital budget projects, routine facility maintenance such as electrical, plumbing, carpentry and painting, and HVAC system management.

The new department will have the following employee composition:

- a. Facilities Manager – will be trained in all HVAC and automation systems used in town. Will report to Town Manager and coordinate maintenance activities with the Superintendent and school principals or their designees.
- b. HVAC Supervisor – will be responsible for the day to day oversight of the HVAC systems in Tolland and the Trades employees. The current Acting Project Manager is being trained by CNC software's facility manager and would be an ideal candidate for the position.
- c. Trades Employees – one plumber, one electrician and 2 general trades employees will perform maintenance on Tolland HVAC and facilities at the direction of the HVAC Supervisor. Staffing may come from existing personnel or new hires and the unit should be phased in taking advantage of any vacancies which may occur in the future in existing facility unit staff in the Board of Education.

2. The Town Manager and Superintendent will devise and establish a work order system to aid in the maintenance, management and tracking of reported problems in the buildings and with the HVAC systems.

3. As Soon As Possible, the HVAC Supervisor position should be created with job description and pay scale to begin training in automated HVAC system and oversight of existing trades employees. Until the Facilities Manager is found the HVAC Supervisor will report to the Director of Public Works. The Public Works Director will provide information to the Town Manager and Superintendent as needed on the progress and activities of the HVAC Supervisor and his staff. The HVAC Supervisor will coordinate and direct Parks Department and School District facilities trade's staff to prioritize efforts to address work order jobs.

Action Plan page 3 of 3

4. Upon establishment of the HVAC Supervisory position, NO employee will be able nor is allowed to make changes to the HVAC system settings except the HVAC Supervisor or his designee. The Town Manager and Superintendent shall inform their staffs of this change and educate them about the new system that was installed and to whom the new point of contact will be for reporting HVAC and facility maintenance items.
5. The Facilities Manager (Public Works Director until position filled) and HVAC Supervisor will prepare for each Town and Board of Ed facility a HVAC budget which will consist of appropriate outside contracts for service, preventative maintenance agreements, cost for parts replacement, cost of equipment or training for full time staff and a depreciation schedule for existing equipment which will ultimately need replacement in a 15-20 year time frame. The appropriate cost for these services will be charged to the Town and Board of Education. The personnel costs will be prorated on roughly a 1/3-2/3 share with the Town paying the lesser share based on facility square footage.
6. The Facilities Manager and HVAC Supervisor will work with and use the training resources provided by Honeywell on the HVAC systems installed. CNC Software has offered to provide training and HVAC management best practices for systems Honeywell is installing. This offer should be utilized as much and as long as reasonably possible.
7. Celtic, the Town's ESCO supervising consultant, shall be retained for as long as deemed necessary and beneficial to the town for management and advice on Energy Usage and ESCO contract matters.
8. Upon approval of the above Joint Facilities Department a timeline and budget for the establishment of the Facilities Manager, HVAC Supervisor and consolidation of Plumbing, Electrical and General Trades will be developed by the Ad Hoc Shared Services Committee.

Financial Impact and Summary: The above action plan will result in 2 new FTE positions, 1.0 Facilities Manager/Director and 1.0 HVAC Supervisor. The Financial impact may be reduced if the Supervisor employee is filled from within which will result in backfilling a lower salaried position. The action plan when fully implemented will result in a unified Facilities Group that will be responsible for oversight and management of HVAC systems, facilities and project management. The tracking and management of maintenance issues and items will be done via a work order system that will be established. This will require new policies, IT systems which will require some initial expense (TBD) to get started.

----- Forwarded message -----

From: **Steve Werbner** <swerbner@tolland.org>

Date: Mon, Jan 27, 2014 at 9:57 AM

Subject: RE: District Maintenance

To: "Guzman, William" <wguzman@tolland.k12.ct.us>

Cc: Jane Neel <jneel@tolland.k12.ct.us>, clanglois@tolland.org, bbellody@tolland.org

Bill, Jane , I thank you for the information you forwarded. If I could ask for some detail it will help in our analysis of how to handle management of HVAC systems going forward. Can the non certified salary line be broken out by position? In the list of District Maint. Agreements the only agreements that I see that relate to the HVAC systems are district wide boiler cleaning for \$6305 ; hot water boiler treatment for \$700 and Automation HVAC service for \$25,000, is that correct? Is the Contract with New England Mechanical for on call emergencies or are they doing preventative Maint . type work on a scheduled

basis? Also in the expenditure report under the various line items can someone break out where supplies related to the HVAC budget would be found and the amount for such things are replacement filters etc. Finally can there be some detail for the large amount spent but apparently unbudgeted in the Equip – Non- Instr Rep line item. What I am seeking is the detail for all expenditures related to the HVAC systems. Thanks steve

Guzman, William <wguzman@tolland.k12.ct.us>

Draft To: Steven Werbner <swerbner@tolland.org>

Wed, Jan 29, 2014 at 3:20 PM

Steve:

In response to you email below, please note the following:

1. Salaries: \$69,921 (Manager), \$48,069 (Worker 1), \$ 46,072 (Worker 2)
2. Yes, these are the only agreements.
3. New England Mechanical is both for emergency services and preventative maintenance.
4. HVAC supplies - Air filters - \$12,409; Heating elements - \$5,667; Motors - \$8,783
5. Equip - Non Instructional refers to insurance claim for THS chiller replacement.

Please let me know if you have further questions.

Bill

1.

\$169,175 0100.2620.359.60.662.1

Alarm service monitoring from Tolland Mutual Aid, safety service agreement (Fuss & O'Neill), AC start up, AED program, asbestos inspection, boiler services, electric hot water tank & boiler inspection, burglar alarm system inspection, school dude program, elevator inspections, fire alarm system inspection, fire extinguisher inspection, fire hydrant testing, fire sprinkler system fire pump inspection, fire sprinkler system 5 yr. physical inspection, generator inspection, gym basketball backstop inspection, bleacher inspection, bi-fold door inspection, intercom system contract, oil tank testing, fuel tank vapor monitoring, pest control, playground equipment inspection, propane gas system inspection, propane gas detector inspection, scaffolding & man lift inspection, HVAC humidifier system service, HVAC computer control service, stage rigging inspection, water system cross connection inspection, septic tank monitoring report, HVAC training on pneumatic systems.

\$102,456 0100.2620.430.60.662.1

Appliance repair, bleacher repair, duct & vent cleaning, clock repair, door locks, keys, electrical system repair, classroom fans, general repairs (code violations, boilers, water pump, oil tanks, underground piping, breakers, hot water tank coils, check valves, etc.) , gym equipment repair, recoating various gym floors, gym bi-fold door repair, pneumatic system repair, paving repair, radio repair, roof repair, septic system repair, surveillance equipment repair, score board repair, vehicle repair.

2. Storm Sandy and Blizzard Charlotte expenses

Snow removal, snow removal equipment, generators, rental of crane to lift snow removal equipment on roofs, etc.

Page 12 - FY 2014-15 increase in grounds 0100.2620.422.60.662.1:

FY 2013-14 \$11,151 was reduced from line item. FY 2014-15 items in line were not reduced.

Location	Maintenance Office - 60														
	AccountDescription (000's)	FYE 2011			FYE 2012			FYE 2013			FYE 2014			FYE 2015	
Program	*Actual includes encumbrances	Budget	Actual*	Diff	Budget	Actual*	Diff	Budget	Actual*	Diff	Budget	Actual*	Diff	Budget	
Maintenance - 662	MAIN OFF Repair/Maint	268	274	(7)	160	240	(80)	102	215	(113)	148	144	4	160	
	MAIN OFF Othr Tech Srvs	168	70	99	152	59	94	169	68	101	161	59	102	174	
	MAIN OFF Supplies	78	73	5	74	59	15	56	69	(13)	61	43	19	64	
	MAIN OFF Grounds							13	8	4	12	8	4	24	
	MAIN OFF Equip - Non-Instr Replac	4		4		(3)	3	31	2	28	6	56	(51)	6	
	MAIN OFF Equip - non-instr - new	9	4	6	7	10	(2)	4	14	(9)					
	MAIN OFF Dues and Fees	0	0	0	0	0	0	0	1	(0)	8	5	3	8	
	MAIN OFF: Diesel/Gas (Generators)							3	2	0	6	4	2	6	
	MAIN OFF Cleaning										7	5	2	7	
	MAIN OFF Lawn Care	10	10		3	8	(5)								
	MAIN OFF Computer Supl/Mtls.	1	0	1	1	0	1	1		1	1	0	1	1	
	MAIN OFF Advertising		1	(1)	1		1			1	(1)	1	1	0	1
	MAIN OFF Rentals								2	(2)	2	3	(2)	2	
	MAIN OFF Conf/Travel	2	0	2		0	(0)		0	(0)					
	MAIN OFF Misc Supl.		0	(0)		0	(0)		2	(2)		0	(0)		
	MAIN OFF - REIMB DUE - Equip - Non-Instr Re											(54)	54		
	MAINT: Diesel/Gas (Generators)						6	(6)							
	MAIN OFF Furniture & Fixtures - New												3	(3)	
MAIN OFF Vehicles New						0	(0)								
Maintenance - 662 Total		541	432	108	399	380	19	380	385	(5)	413	278	136	453	
Custodial Services -	CUST SER Supplies	110	154	(44)	47	70	(23)	106	104	2	96	108	(12)	82	
	CUST SER Rubbish Removal	57	55	2	63	59	4	63	62	1	63	57	6	63	
	CUST SER Water	14		14	16	3	13	24	14	10					
	CUST SER Repair/Maint	11		11	13	23	(10)	9	9	1	7	8	(0)	11	
	CUST SER Othr Tech Srvs	16	18	(2)	20	9	11		7	(7)					
	CUST SER Mop	6	5	1	4	6	(2)	5	6	(0)	6	6	0	10	
	CUST SER Cleaning	6	5	2	7	5	2	7	4	2					
	CUST SER Equip Non-Inst Replacem	5		5	3	2	0	3	1	2	1	3	(2)		
	CUST SER Rentals	1	1	1	1	1	1	2	1	1					
	CUST SER Equip - non-instr - new								2	(2)	0	0	(0)		
	CUST SER Software														
	CUST SER Sewer		7	(7)											
Custodial Services - 661 Total		226	244	(18)	174	178	(4)	219	209	10	173	181	(8)	166	
Grand Total		767	676	91	573	558	14	599	594	5	586	458	128	620	

Program	Payroll Budgeting Operations - 181												
	FYE 2011			FYE 2012			FYE 2013			FYE 2014			FYE 2015
Location	Budget	Actual*	Diff	Budget	Actual*	Diff	Budget	Actual*	Diff	Budget	Actual*	Diff	Budget
Birch Grove Primary School - 10	129	134	(5)	138	146	(8)	144	137	7	154	149	5	152
Tolland Intermediate School - 20	134	137	(2)	137	144	(7)	140	127	13	146	130	17	145
Tolland Middle School - 30	189	181	8	189	186	3	210	189	22	151	145	7	150
Tolland High School - 40	291	285	6	296	272	24	266	272	(5)	275	253	22	279
Central Office - 70	3	2	1		2	(2)		2	(2)	3	1	2	3
Systemwide Services - 90	94	134	(40)	91	92	(1)	81	116	(36)	81	60	22	76
Grand Total	841	873	(33)	851	843	8	841	843	(1)	810	737	74	805

*actual includes encumbrances

902

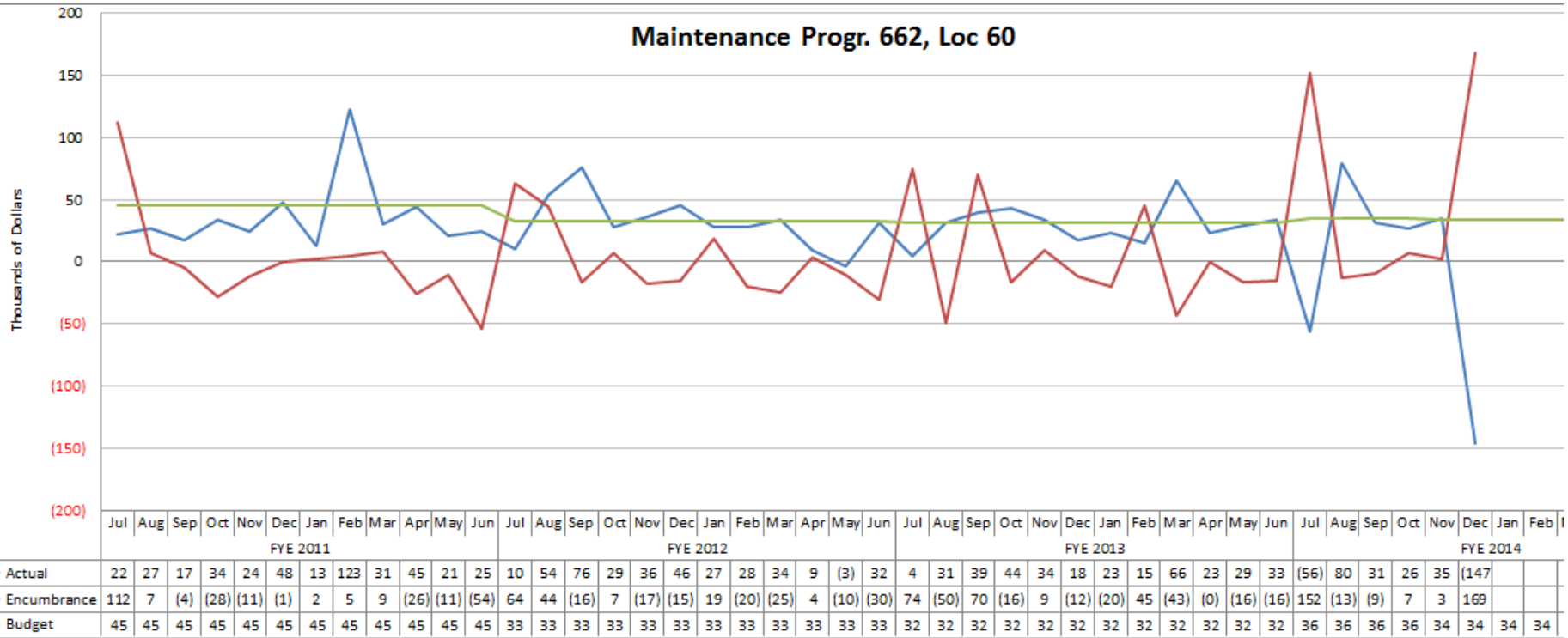
810
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805
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compared budget request report to expenditure report

status: asked Bill, generally how "budget" is being reported (adjusted compared to adopted/original).

Maintenance Progr. 662, Loc 60



What is the 147k credit in Dec 2014?

Account 01002620735606621MAIN OFF Equip - Non-Instr Replacement, December credit (171,027)

(status: Asked Bill 2/4/14)

District Maintenance

4 messages

Guzman, William <wguzman@tolland.k12.ct.us>

Fri, Jan 24, 2014 at 11:01 AM

To: Steven Werbner <swerbner@tolland.org>

Cc: Jane Neel <jneel@tolland.k12.ct.us>

Bcc: "Guzman, William" <wguzman@tolland.k12.ct.us>

Steve:


Attached are the following information items for FY 13/14:

1. Salaries for 3 maintenance staff (#182) (also includes summer help and overtime)
2. Maintenance budget (#662) for the department
3. Listing of District Maintenance Agreement Costs

Also note that the Benefits for the 3 staff members totals approximately \$54,000 annually (ins., retiree etc.).

Please let me know if you have any questions.

BIN

 [maintenanceexp_20140124104048.pdf](#)
288K

District Maintenance Agreement Costs 2013-2014

Vendor	Service	Cost
Simplex	X modular fire alarm coverage	
	X BGP fire alarm coverage	\$563.00
	X THS, TMS, BGP sprinkler coverage	\$2,984.00
	X districtwide fire extinguisher inspection	\$4,465.00
	X districtwide kitchen hood inspection	\$1,007.27
	XX districtwide fire alarm repairs	\$1,184.00
	XX sprinkler repairs	\$2,500.00
	X 5 year fire alarm inspection	\$1,200.00
Red Hawk Fire & Security	X TIS fire alarm services	\$5,438.00
Integrated Technical Systems	X THS fire alarm service	\$2,725.00
TEC Controls	X TMS fire alarm test/inspection	\$2,500.00
Tolland Mutual Aid	X alarm monitoring service	\$2,010.00
Tolland Water Fund	fire hydrant protection	\$1,250.00
Oris Elevator	X elevator service	\$4,600.00
Precision Mechanical	X X districtwide boiler cleaning	\$6,260.64
Stepules Sanitation Service	X X districtwide septic and grease trap pumping	\$6,305.00
USA Hauling	districtwide rubbish removal	\$9,034.00
Town Field Agreement	athletic field line painting	\$56,832.00
Richland Pest Control	X districtwide pest control	\$8,200.00
Fuss & O'Neill	X districtwide safety service contract	\$6,000.00
State of CT	elevator inspection	\$8,752.00
	X DEEP annual groundwater permit	\$960.00
	X elevator inspection	\$555.00
Jani King	BOE office cleaning	\$960.00
CT Steam Cleaning	XX districtwide kitchen hood cleaning	\$4,800.00
	XX districtwide exhaust duct cleaning	\$1,675.00
CT Community Providers	districtwide mop service	\$2,750.00
CMG Environmental	X groundwater sampling (4 X year)	\$5,500.00
	X underground storage tank vapor monitoring (monthly)	\$6,000.00
Artech Water Systems	XX THS, TMS, BGP hot water boiler treatment (2 X yr)	\$2,600.00
New England Mechanical	XX Automation HVAC service	\$700.00
ROVIC	Preventative Maintenance Program - floor machines	\$25,000.00
		\$3,300.00
X = 359.62 technical services		
XX = 430. 62 repair & maintenance		

(661) Custodial Services Budget Request

Fiscal Year: 2013-2014

From Date: 7/1/2012

To Date: 6/30/2013

☐ Print accounts

Definition: ** F

VIE

Account	Description	Adopted Budget FY2012-13
0100.2600.411.60.661.1	CUST SER Water	\$23,627.00
0100.2610.420.60.661.1	CUST SER Cleaning	\$6,615.00
0100.2610.421.60.661.1	CUST SER Rubbish Removal	\$63,332.00
0100.2610.423.60.661.1	CUST SER Mop	\$5,269.00
0100.2610.430.60.661.1	CUST SER Repair/Maint	\$9,459.00
0100.2610.440.60.661.1	CUST SER Rentals	\$1,510.00
0100.2610.608.60.661.1	CUST SER Supplies	\$106,252.00
0100.2610.735.60.661.1	CUST SER Equip Non-Inst Rt	\$3,300.00
LOC: Maintenance Office - 60		\$219,364.00
Grand Total:		\$219,364.00

End of Report

Tolland Public Sc

(661) Custodial Services Budget Request

Fiscal Year: 2013-2014

From Date: 7/1/2013

To Date: 6/30/2014

☐ Print ac

Definition:

Account	Description	FY2013-14 Adopted Budget
0100.2610.421.60.661.1	CUST SER Rubbish Removal	\$63,332.00
0100.2610.423.60.661.1	CUST SER Mop	\$5,700.00
0100.2610.430.60.661.1	CUST SER Repair/Maint	\$7,123.00
0100.2610.608.60.661.1	CUST SER Supplies	\$81,571.00
0100.2610.735.60.661.1	CUST SER Equip Non-Inst Rt	\$1,200.00
LOC: Maintenance Office - 60		\$158,926.00
Grand Total:		\$158,926.00

End of Report

Tolland Public Schools

(661) Custodial Services Budget Request

Fiscal Year: 2013-2014

From Date: 7/1/2014

To Date: 6/30/2015

☐ Print accounts wi

Definition: ***** F

Status

Account	Description	Budget FY2014-15 - Current Status
0100.2610.421.60.661.1	CUST SER Rubbish Removal	\$63,332.00
0100.2610.423.60.661.1	CUST SER Mop	\$10,054.00
0100.2610.430.60.661.1	CUST SER Repair/Maint	\$11,196.00
0100.2610.608.60.661.1	CUST SER Supplies	\$81,571.00
LOC: Maintenance Office - 60		\$166,155.00
Grand Total:		\$166,155.00

Where cust ser water go?

(181) Building Operations Staff Budget

Fiscal Year: 2013-2014

☐ Print

From Date: 7/1/2012

To Date: 6/30/2013

Definition:

Account	Description	Adopted Budget FY2012-13
0100.2610.118.10.181.1	CUST Custodial Salaries BG	\$146,965.00
LOC: Birch Grove Primary School - 10		\$146,965.00
0100.2610.118.20.181.1	CUST Custodial Salaries TIS	\$148,588.00
LOC: Tolland Intermediate School - 20		\$148,588.00
0100.2610.118.30.181.1	CUST Custodial Salaries TME	\$210,244.00
LOC: Tolland Middle School - 30		\$210,244.00
0100.2610.118.40.181.1	CUST Custodial Salaries THS	\$315,822.00
LOC: Tolland High School - 40		\$315,822.00
0100.2610.136.90.181.1	CUST Summer Salaries	\$15,000.00
0100.2610.138.90.181.1	CUST Salaries OVT	\$15,000.00
0100.2610.139.90.181.1	CUST Substitutes	\$50,691.00
LOC: Systemwide Services - 90		\$80,691.00
Grand Total:		\$902,310.00

(181) Building Operations Staff Budget

Fiscal Year: 2013-2014

☐ Print

From Date: 7/1/2013

To Date: 6/30/2014

Definition:

Account	Description	FY2013-14 Adopted Budget
0100.2610.118.10.181.1	CUST Custodial Salaries BG	\$154,288.00
LOC: Birch Grove Primary School - 10		\$154,288.00
0100.2610.118.20.181.1	CUST Custodial Salaries TIS	\$149,660.00
LOC: Tolland Intermediate School - 20		\$149,660.00
0100.2610.118.30.181.1	CUST Custodial Salaries TME	\$151,230.00
LOC: Tolland Middle School - 30		\$151,230.00
0100.2610.118.40.181.1	CUST Custodial Salaries THS	\$276,808.00
LOC: Tolland High School - 40		\$276,808.00
0100.2610.112.70.181.1	CUST Non-Certified Salaries	\$2,500.00
LOC: Central Office - 70		\$2,500.00
0100.2610.136.90.181.1	CUST Summer Salaries	\$15,000.00
0100.2610.138.90.181.1	CUST Salaries OVT	\$7,500.00
0100.2610.139.90.181.1	CUST Substitutes	\$53,226.00
LOC: Systemwide Services - 90		\$75,726.00
Grand Total:		\$810,212.00

(181) Building Operations Staff Budget

Fiscal Year: 2013-2014

☐ Print accounts v

From Date: 7/1/2014

To Date: 6/30/2015

Definition: *****

Account	Description	Budget FY2014-15 - Current Status
0100.2610.118.10.181.1	CUST Custodial Salaries BG	\$152,250.00
LOC: Birch Grove Primary School - 10		\$152,250.00
0100.2610.118.20.181.1	CUST Custodial Salaries TIS	\$145,011.00
LOC: Tolland Intermediate School - 20		\$145,011.00
0100.2610.118.30.181.1	CUST Custodial Salaries TME	\$149,587.00
LOC: Tolland Middle School - 30		\$149,587.00
0100.2610.118.40.181.1	CUST Custodial Salaries THS	\$279,481.00
LOC: Tolland High School - 40		\$279,481.00
0100.2610.112.70.181.1	CUST Non-Certified Salaries	\$2,500.00
LOC: Central Office - 70		\$2,500.00
0100.2610.136.90.181.1	CUST Summer Salaries	\$15,000.00
0100.2610.138.90.181.1	CUST Salaries OVT	\$7,500.00
0100.2610.139.90.181.1	CUST Substitutes	\$53,226.00
LOC: Systemwide Services - 90		\$75,726.00
Grand Total:		\$804,555.00

End of Report

TOLLAND PUBLIC SCHOOLS

Monthly Program Expenditure Report (F0100)

Fiscal Year: 2012-2013

☐ Subtotal by Collapse Mask☐ Include pre encumbrance

Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2012

To Date: 6/30/2013

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.2620.112.90.182.1	BLDG/MAIN Non-Cert Salaries	\$162,748.00	\$160,860.35	\$160,860.35	\$1,887.65	\$0.00	\$1,887.65	1.16%
0100.2620.118.90.182.1	BLDG/MAINT Maintainer Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0100.2620.137.90.182.1	BLDG/MAINT Summer Salaries	\$4,163.00	\$0.00	\$0.00	\$4,163.00	\$0.00	\$4,163.00	100.00%
0100.2620.138.90.182.1	BLDG/MAINT Salaries OVT	\$10,000.00	\$14,245.09	\$14,245.09	(\$4,245.09)	\$0.00	(\$4,245.09)	-42.45%
	LOC: Systemwide Services - 90	\$176,911.00	\$175,105.44	\$175,105.44	\$1,805.56	\$0.00	\$1,805.56	1.02%
	PROGRAM: Payroll Building Maintenance - 182	\$176,911.00	\$175,105.44	\$175,105.44	\$1,805.56	\$0.00	\$1,805.56	1.02%

Tolland Public Schools

Monthly Program Expenditure Report (F0100)

Fiscal Year: 2012-2013

☐ Subtotal by Collapse Mask☐ Include pre encumbrance

Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2012

To Date: 6/30/2013

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.2620.359.60.662.1	MAIN OFF Othr Tech Svcs	\$169,175.00	\$66,346.51	\$66,346.51	\$102,828.49	\$1,632.50	\$101,195.99	59.82%
0100.2620.420.60.662.1	MAIN OFF Cleaning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0100.2620.422.60.662.1	MAIN OFF Grounds	\$12,525.00	\$8,160.00	\$8,160.00	\$4,365.00	\$0.00	\$4,365.00	34.85%
0100.2620.430.60.662.1	MAIN OFF Repair/Maint	\$102,456.00	\$192,141.44	\$192,141.44	(\$89,685.44)	\$22,859.36	(\$112,544.80)	-109.85%
0100.2620.440.60.662.1	MAIN OFF Rentals	\$0.00	\$2,351.34	\$2,351.34	(\$2,351.34)	\$0.00	(\$2,351.34)	0.00%
0100.2620.540.60.662.1	MAIN OFF Advertising	\$0.00	\$803.63	\$803.63	(\$803.63)	\$0.00	(\$803.63)	0.00%
0100.2620.580.60.662.1	MAIN OFF Conf/Travel	\$0.00	\$131.89	\$131.89	(\$131.89)	\$0.00	(\$131.89)	0.00%
0100.2620.608.60.662.1	MAIN OFF Supplies	\$56,489.00	\$69,009.55	\$69,009.55	(\$12,520.55)	\$0.00	(\$12,520.55)	-22.16%
0100.2620.616.60.662.1	MAIN OFF Computer Supl/Mtls.	\$1,017.00	\$0.00	\$0.00	\$1,017.00	\$0.00	\$1,017.00	100.00%
0100.2620.625.60.662.1	MAIN OFF: Diesel/Gas (Generat	\$2,500.00	\$2,380.22	\$2,380.22	\$119.78	\$0.00	\$119.78	4.79%
0100.2620.692.60.662.1	MAIN OFF Misc Supl.	\$0.00	\$2,198.29	\$2,198.29	(\$2,198.29)	\$0.00	(\$2,198.29)	0.00%
0100.2620.731.60.662.1	MAIN OFF Equip - non-instr - n	\$4,266.00	\$13,278.66	\$13,278.66	(\$9,012.66)	\$250.00	(\$9,262.66)	-217.13%
0100.2620.732.60.662.1	MAIN OFF Vehicles New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0100.2620.735.60.662.1	MAIN OFF Equip - Non-Instr Rep	\$30,944.00	\$2,488.57	\$2,488.57	\$28,455.43	\$0.00	\$28,455.43	91.96%
0100.2620.810.60.662.1	MAIN OFF Dues and Fees	\$400.00	\$800.00	\$800.00	(\$400.00)	\$0.00	(\$400.00)	-100.00%
	LOC: Maintenance Office - 60	\$379,772.00	\$359,890.10	\$359,890.10	\$19,881.90	\$24,741.86	(\$4,859.96)	-1.28%
	PROGRAM: Maintenance - 662	\$379,772.00	\$359,890.10	\$359,890.10	\$19,881.90	\$24,741.86	(\$4,859.96)	-1.28%

1. What is in these numbers? | 2. What caused 90k overrun?

Tolland Public Schools

Monthly Program Expenditure Report (F0100)

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☒ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 1/1/2014

To Date: 1/31/2014

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.2620.112.90.182.1	BLDG/MAIN Non-Cert Salaries	\$164,883.00	\$5,862.68	\$87,773.49	\$77,109.51	\$73,415.73	\$3,693.78	2.24%
0100.2620.118.90.182.1	BLDG/MAIN Maintainer Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0100.2620.137.90.182.1	BLDG/MAIN Summer Salaries	\$4,163.00	\$0.00	\$2,511.65	\$1,651.35	\$0.00	\$1,651.35	39.67%
0100.2620.138.90.182.1	BLDG/MAIN Salaries OVT	\$5,000.00	\$1,128.57	\$6,089.70	(\$1,089.70)	\$0.00	(\$1,089.70)	-21.79%
	LOC: Systemwide Services - 90	\$174,046.00	\$6,991.25	\$96,374.84	\$77,671.16	\$73,415.73	\$4,255.43	2.45%
	PROGRAM: Payroll Building Maintenance - 182	\$174,046.00	\$6,991.25	\$96,374.84	\$77,671.16	\$73,415.73	\$4,255.43	2.45%

Tolland Public Schools

Monthly Program Expenditure Report (F0100)

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☒ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 1/1/2014

To Date: 1/31/2014

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.2620.359.60.662.1	MAIN OFF Othr Tech Srvs	\$158,842.00	\$0.00	\$34,679.27	\$124,162.73	\$24,582.93	\$99,579.80	62.69%
0100.2620.420.60.662.1	MAIN OFF Cleaning	\$6,727.00	\$722.50	\$2,210.00	\$4,517.00	\$2,290.00	\$2,227.00	33.11%
0100.2620.422.60.662.1	MAIN OFF Grounds	\$11,974.00	\$0.00	\$8,160.00	\$3,814.00	\$0.00	\$3,814.00	31.85%
0100.2620.430.60.662.1	MAIN OFF Repair/Maint	\$142,131.00	\$5,539.66	\$63,499.60	\$78,631.40	\$88,035.59	(\$9,404.19)	-6.62%
0100.2620.440.60.662.1	MAIN OFF Rentals	\$1,650.00	\$0.00	\$3,442.45	(\$1,792.45)	\$0.00	(\$1,792.45)	-108.63%
0100.2620.540.60.662.1	MAIN OFF Advertising	\$1,300.00	\$0.00	\$530.16	\$769.84	\$569.84	\$200.00	15.38%
0100.2620.580.60.662.1	MAIN OFF Conf/Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0100.2620.608.60.662.1	MAIN OFF Supplies	\$61,490.00	\$1,849.17	\$27,752.83	\$33,737.17	\$15,602.03	\$18,135.14	29.49%
0100.2620.616.60.662.1	MAIN OFF Computer Supl/Mtts	\$1,048.00	\$0.00	\$405.03	\$642.97	\$262.20	\$390.77	37.29%
0100.2620.625.60.662.1	MAIN OFF: Diesel/Gas (Generat	\$5,900.00	\$0.00	\$3,387.90	\$2,512.10	\$512.10	\$2,000.00	33.90%
0100.2620.692.60.662.1	MAIN OFF Misc Supl.	\$0.00	\$0.00	\$72.00	(\$72.00)	\$0.00	(\$72.00)	0.00%
0100.2620.731.60.662.1	MAIN OFF Equip - non-instr - n	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0100.2620.732.60.662.1	MAIN OFF Vehicles New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0100.2620.733.60.662.1	MAIN OFF Furniture & Fixtures	\$0.00	\$0.00	\$2,759.62	(\$2,759.62)	\$0.00	(\$2,759.62)	0.00%
0100.2620.735.60.662.1	MAIN OFF Equip - Non-Instr Rep	\$5,800.00	\$0.00	(\$171,027.00)	\$176,827.00	\$227,350.00	(\$50,523.00)	-871.09%
0100.2620.810.60.662.1	MAIN OFF Dues and Fees	\$8,000.00	\$0.00	\$1,435.00	\$6,565.00	\$3,465.00	\$3,100.00	38.75%
0100.2620.961.60.662.1	MAIN OFF - REIMB DUE - Equip -	\$0.00	\$0.00	\$0.00	\$0.00	(\$53,823.00)	\$53,823.00	0.00%
	LOC: Maintenance Office - 60	\$404,862.00	\$8,111.33	(\$22,693.14)	\$427,555.14	\$308,836.69	\$118,718.45	29.32%
	PROGRAM: Maintenance - 662	\$404,862.00	\$8,111.33	(\$22,693.14)	\$427,555.14	\$308,836.69	\$118,718.45	29.32%

Why is budget \$427,362 on later page?

Bill, 1/31/14: + Program 662, location 60 - the \$404 is the adjusted budget from the original budget of \$427. There have been transfers from the account.

2014/2015 PRELIMINARY BUDGET

Tolland Public Schools

(182) Building Maintenance Staff Budget

Fiscal Year: 2013-2014

☐ Print accounts with zero balance ☐ Round to whole dollars ☐ Account on new p

From Date: 7/1/2014

To Date: 6/30/2015

Definition: 2 FY2014-15 Supt Budget

2 FY2014-15
Supt Budget
Request

4 FY2013-14

Account	Description	2 FY2014-15 Supt Budget Request	4 FY2013-14 Adopted Budget	Dollar Difference	Percent Difference	FTE
0100.2620.112.90.182.1	BLDG/MAIN Non-Cert Salarie	\$168,164.00	\$164,883.00	\$3,281.00	1.99	3.0000
0100.2620.137.90.182.1	BLDG/MAINT Summer Salarie	\$4,163.00	\$4,163.00	\$0.00	0.00	0.0000
0100.2620.138.90.182.1	BLDG/MAINT Salaries OVT	\$5,000.00	\$5,000.00	\$0.00	0.00	0.0000
LOC: Systemwide Services - 90		\$177,327.00	\$174,046.00	\$3,281.00	1.89	3.0000
Grand Total:		\$177,327.00	\$174,046.00	\$3,281.00	1.89	3.0000

End of Report