



Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-732-9227

Peter Weaver
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Kristie LaPlante
Business Administrator

BUSINESS ADMINISTRATOR REPORT

June 25, 2024

The Business Office has been busy generating the remaining employment contracts for the 24/25 School Year, opening the next Fiscal Year (FY25) and required financial components, reviewing open Purchase Orders, working on closing the current Fiscal Year (FY24), completing a new and comprehensive grant application for our Title I, Title II, and Title IV funds, submission of a \$105,000 COPS Grant for greater security camera coverage, and evaluating appropriate and best uses of the remaining ESSER funds.

YEAR to DATE FINANCIALS - As of June 15th, we are looking at approximately \$495,000 in unspent funds after \$110,600 in projects authorized by the Board with use of unspent funds (fire alarm panel at WLC, air conditioners, bleachers, backboards, backboard pulleys, scissor lift, and curtain at FRES). Voter's approved Warrant Article 8 that allows the District to transfer up to \$100,000 of unspent funds on June 30th to the Building/Roadway Capital Reserve Fund, bringing the current unreserved portion of that balance to ~\$395,000. This number may increase after all open Purchase Orders are paid and any remaining encumbered funds are released.

TENNIS COURT ENCUMBRANCE (Vote required) - By law, any unspent funds/unobligated appropriations for a fiscal year "lapse" on June 30th and may no longer be spent (see RSAs 32:7, 194:15 for reference) unless an amount has, prior to the end of that fiscal year, become encumbered by a legally enforceable obligation, created by contract or otherwise. In layman's terms, we can only carry forward FY24 funds for expenses incurred after July 1 if we have the authority to do so. In the absence of a contract, a School Board vote to encumber funds is considered a legally enforceable obligation.

As has been openly discussed at the Facilities Committee and School Board meetings, the Tennis Court rehabilitation project is not yet finished, due in large part to the weather last summer and the impact that had on our vendor's schedule. The vendor has been in communication with Mr. Erb and should be here in the coming weeks to complete the work. I will be looking to the Board to vote to encumber \$42,970 remaining in the FY24 Tennis Court Warrant Article to legally carry forward those funds to be spent for the Tennis Court rehabilitation project in FY25.

FACILITIES PROJECTS – As students and staff were exiting their respective buildings on June 13th, our Facilities Crew were emptying classrooms in preparations for academic summer programs and associated logistics at each school. In addition to our crews working in their buildings:

- Boilers have been ordered and we are waiting on the vendor to receive the product and schedule installation.

- NE Courts, LLC has evaluated the tennis court surfaces and has determined the material where the original tennis posts were is substandard and will need to be replaced (which was a significant contributor to the concrete heaving). We have asked for an updated quote to address this new component (that cost will come from the FY25 Budget). The vendor should be here in the coming weeks to complete the work.
- As discussed at the Board's May 14th meeting, we are working on rough estimates for each of the locker room designs provided by our architect. We cannot responsibly estimate the project without input from the Facilities Committee on preferred finish options, which will be discussed at their next meeting.

DONATIONS RECEIVED – The following donations were received during the 23/24 School Year:

- Eugene Edwards - \$100 for baseball program
- Brennan & Mackay Appliance, LLC - \$500 for baseball program
- Sara and Patrick Kenney - \$50 for baseball program
- Sandra Reynolds – Technics SX-PX-344 Electric Piano and piano bench valued at approximately \$400
- \$150 – American Legion Auxiliary Bent-Burke Post 10 for meal account debt
- \$110 – Boys & Girls Club of the Souhegan Valley for meal account debt
- \$270 in anonymous donations for meal account debt

BUSINESS OFFICE SUMMER SCHEDULE - Throughout the summer, Business Office staff will be in the office, busy reconciling our FY24 financials and completing extensive reporting requirements for our general fund, grant fund, food service fund, and Capital Reserve fund expenditures. To support our small office moving forward, Board member communication and timely participation in biweekly signing of manifests would be greatly appreciated by our staff.