



Melrose Public Schools Administrative Offices

360 LYNN FELLS PARKWAY, MELROSE, MA 02176

Telephone: (781) 662-2000 V/TTY
FAX: (781) 979-2285

JOSEPH F. CASEY
Superintendent of Schools
Email: jcasey@melrose.mec.edu

GREGORY ZAMMUTO
Business Manager
Email: gzammuto@melrose.mec.edu

To: Melrose School Committee
From: Gregory Zammuto, Business Manager
Date: March 9, 2010
Re: FY10 Year End Projection

Below are the projected Year End Balances for major budget apportionments in the FY10 School Department Budget. This projection highlights the major budget categories (Salaries, Instructional Materials, Other General Expenses, Plant, and Athletics). It is important to note that a budget freeze was put in place early in the Fiscal Year due to anticipated funding reductions from the Commonwealth. During the budget freeze, all necessary supplies and materials have been purchased on an as needed basis. Although at this time I am projecting a favorable balance, I submit this to you with caution. We are still early in the winter months in terms of our utility invoices (this factors invoices received through January) and there is a possibility of additional Special Education expenses associated with placements.

It is important to note that the fiscal forecast for the next few years indicates that FY12 will be more of a challenge than FY10 and FY11. That being said, it is my recommendation that all unexpended funds that remain at the end of this fiscal year be kept on account within our applied funds as in years past. Furthermore, I also recommend that if any additional funds become available, that they too be treated similarly. In order to balance the FY11 budget, I recommend using \$77,136 from the projected year end balance shown below.

Budget Category	Projected Year End Balance
Salaries	34,275
Instructional Materials (Textbooks, Supplies and Materials)	29,949
Other General Expenses (OGE) (Printing, Tuitions, etc.)	114,176
Plant	-71,272
Athletics	-12,827
Total Projected Balance	94,301

Salaries: Balance is generated based on savings for Leave of Absences, Mid-Year Resignations, and positions being filled with substitutes or remaining unfilled.

Instructional Materials: Balance is generated due to budget freeze. Necessary supplies and materials have still been purchased on an as needed basis.

OGE: It is important to note that this amount can change based on changes in Special Education placements.

Plant: Balance under Plant includes utilities and is subject to change based on utility usage needed for the remainder of the Fiscal Year (February through June).

Athletics: Balance is projected based on current encumbrances.