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Meeting ID: 867 0949 2045

Passcode: 155329

TOWN OF GRANBY BOARD OF FINANCE

Regular Meeting

Monday, September 22, 2025

7:30 p.m.

Town Hall Meeting Room

AGENDA

1. Public Comment

2. Minutes

2.I. Approval Of Regular Meeting Minutes - July 28, 2025

Documents:

[BOF MINUTES 7-28-2025.PDF](#)

3. Statement Of Accounts

3.I. Town Budget Operations Report - August 2025

Documents:

[BUDGET OPERATIONS REPORT AUG 2025 ARPA REPORT.PDF](#)

3.II. Board Of Education - June 2025

Documents:

[BOE FY25 YEAREND UPDATE.PDF](#)

3.III. Board Of Education - July/August 2025

Documents:

[BOE BUDGET EXPENSE REPORT - JULY TO AUGUST 2025.PDF](#)

4. Confirm Date Of Next Meeting

5. Adjournment

**TOWN OF GRANBY
BOARD OF FINANCE
MEETING MINUTES
JULY 28, 2025**

PRESENT: Michael Guarco, Chairman; Kevin Hobson, Vice Chairman; Jenny Emery, William Kennedy, Benjamin Perron and James Tsaptsinos

ABSENT: None.

ALSO PRESENT: Kimi Cheng, Director of Finance; Monica Logan, Board of Education Chairman; Nickie Stevenson, Board of Education Director of Finance and Operations and Mike Walsh, Town Manager

CALL TO ORDER:

The meeting was called to order by Chairman Michael Guarco at 7:30 p.m.

1. APPROVAL OF MINUTES FROM MAY 27, 2025, MEETING

ON A MOTION by B. Perron, seconded by K. Hobson, the Board voted (5-0-0) to approve the meeting minutes of May 27, 2025. J. Emery abstained.

2. STATEMENT OF ACCOUNTS

Nickie Stevenson, BOE Director of Finance and Operations presented the June 2025 budget expense report.

- The Board of Education realized significant savings this year, primarily in the special education accounts with a remaining balance of \$937,000.
- Based on agreements with the Board of Finance and the Board of Selectmen, \$650,000 of the savings will be allocated to BOE small capital projects including the central office roof replacement, replacement of the bleachers in the main gym at the high school, as well as safety and security initiatives.
- The central office roof replacement was completed under budget with \$50,000 remaining. The Board of Education requested that the savings remain in the BOE small capital fund to support upcoming safety and security projects.
- The administration will recommend to the BOE in September that \$130,000 of the remaining \$287,000 surplus be deposited in the BOE Non-Lapsing Education Fund, and the remaining \$157,000 will be returned to the Town's general fund.
- The ending balance of the Q&D Fund was \$212,842.
- Total reimbursements to the Town for FY25 were \$2,339,771, which is \$153,380 less than originally budgeted.

3. CONSIDERATION OF BUDGET AMENDMENT FOR INTERFUND LOANS

For the FY26 adopted budget, all existing loans were moved into the general fund to increase transparency making it easier to identify the actual capital purchases in the Capital Equipment/Improvement fund for the fiscal year. In doing so, two interfund loans were inadvertently budgeted in the general fund.

ON A MOTION by B. Perron, seconded by J. Emery, the Board voted (6-0-0) to approve budget amendments for the two interfund loans with the accounts indicated in the table below for the fiscal year 2025-26 adopted general fund and capital equipment/improvement fund budget.

<u>Budget Amendment (Dec. In Exp):</u>	<u>Budget Amendment (Inc. In Exp):</u>	<u>Amount</u>
001.60.60.6001.64587 2022-23 DUMPTRK/PICKUPTRK/PLOW/VEHLIFT	237.60.60.6001.64587 2022-23 DUMPTRK/PICKUPTRK/PLOW/VEHLIFT	\$86,391
001.60.60.6001.65514 2022-23 BUSES (INTERFUND LOAN)	237.60.60.6001.65514 2022-23 BUSES (INTERFUND LOAN)	\$24,053
001.60.60.6001.65534 2022-23 DUMPBODY/SANDER (INTERFUND LOAN)	237.60.60.6001.65534 2022-23 DUMPBODY/SANDER (INTERFUND LOAN)	\$7,595
001.60.60.6001.65568 2022-23 TECHNOLOGY (INTERFUND LOAN)	237.60.60.6001.65568 2022-23 TECHNOLOGY (INTERFUND LOAN)	\$47,851
001.60.60.6001.64588 2023-24 SENIORVAN/TRKPLOW (INTERFUND LOAN)	237.60.60.6001.64588 2023-24 SENIORVAN/TRKPLOW (INTERFUND LOAN)	\$39,919
001.60.60.6001.65535 2023-24 F350 W.PLOW/SCRBBER/TRAILER (INTERFUND LOAN)	237.60.60.6001.65535 2023-24 F350 W.PLOW/SCRBBER/TRAILER (INTERLOAN)	\$16,020
001.60.60.6001.65569 2023-24 TECHNOLOGY (INTERFUND LOAN)	237.60.60.6001.65569 2023-24 TECHNOLOGY (INTERFUND LOAN)	\$49,701

4. CONSIDERATION OF BUDGET AMENDMENT FOR GREATER TOGETHER COMMUNITY FUNDS GRANT

The fire marshal's office was granted \$3,000 in May 2025 from the Greater Together Community Fund for the smoke alarm program. Since the grant will increase revenue and expenditure line items in the general fund, which were not in the FY26 adopted budget, a budget amendment is required according to the Town Charter.

ON A MOTION by J. Tsaptsinos, seconded by K. Hobson, the Board voted (6-0-0) to approve a budget amendment to increase the Misc. Revenue and Grant Expense line items by \$3,000 in the fiscal year 2025-26 adopted general fund budget for the smoke alarm program.

5. FISCAL YEAR 2025-25 TRANSFER OF ACCOUNTS

In a memo to the board, Director of Finance Kimi Cheng recommended fiscal year end fund transfers required to cover the departmental over-budget conditions for audit purposes. The memo and complete list of the transfers can be found in the meeting materials.

ON A MOTION by J. Emery, seconded by K. Hobson, the Board voted (6-0-0) to authorize the transfer of accounts as listed by the Director of Finance in the memo included in the meeting materials.

6. PRELIMINARY FUND ESTIMATE FOR FY2024-25

Director of Finance Kimi Cheng presented the preliminary general fund year-end estimate for the fiscal year 2024-25.

Undesignated General Fund Balance as of June 30, 2024	\$ 6,901,358
Results of FY25 Operations Total	<u>3,847,600</u>
Estimated Undesignated General Fund Balance @ June 30, 2025	\$10,748,958
Less Appropriation to 2025-26 Budget	(2,185,000)

Estimated Undesignated General Fund Balance @July 1, 2025

\$8,563,958

7. CONFIRM DATE OF NEXT MEETING

The next regular meeting of the Board of Finance is scheduled for Monday, August 25, 2025.

8. ADJOURNMENT:

ON A MOTION by J. Tsaptsinos, seconded by K. Hobson, the Board voted (6-0-0) to adjourn the meeting at 8:10 p.m.

Respectfully submitted,



Betsy Mazzotta
Recording Secretary



TOWN OF GRANBY

MEMORANDUM

DATE: September 10, 2025

TO: The Granby Board of Selectmen and Board of Finance

FROM: Kimi Cheng, Director of Finance

REGARDING: August 2025 Budget Operations Report

Highlights for Revenues:

As of 8/31/25, the total tax collection was consistent with the prior years at 56% (vs. 56% last year).

As of 9/9/25, the daily rate for STIF was 4.43%, or a 7-day yield was 4.43%. In August, interest earned from the STIF account was approximately \$76.4K.

Received \$96,026.31 for the Motor Vehicle Reimbursement grant, which was due to a 32.46 Mill Rate cap placed on the motor vehicles' mill rate for property tax purposes.

Highlights for Expenditures:

As of 8/31/25, the total general fund expenditure was consistent with the last fiscal year at 38% (vs. 35% last year).

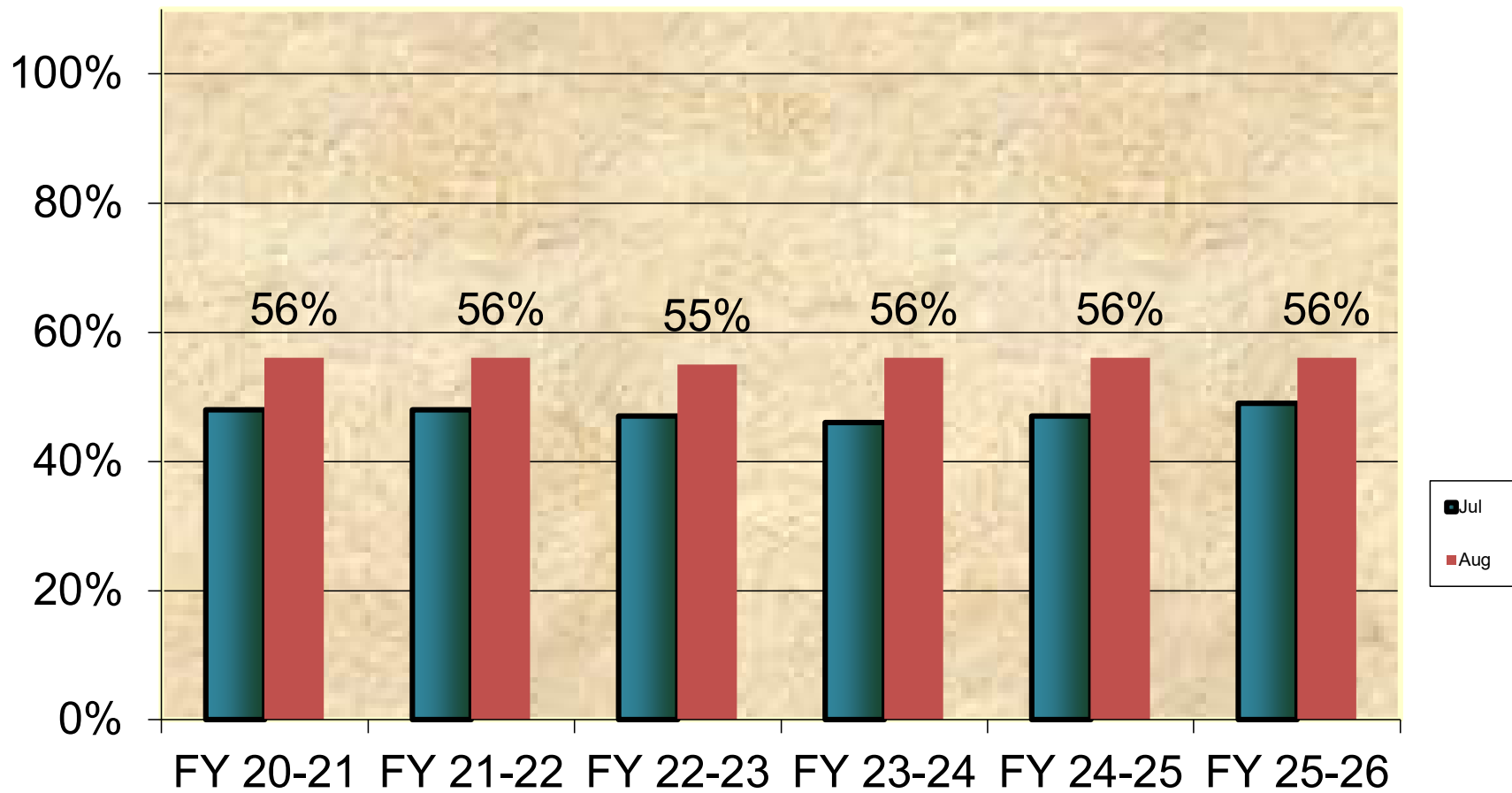
The Public Works Department's overtime expense as of August 31, 2025, was \$6,868.20 (vs. \$8,666.47 last year).

The Police Department's overtime expense as of August 31, 2025, was \$22,564.35 (vs. \$28,549.25 last year).



**BUDGET OPERATIONS
AUGUST 2025**

CURRENT YEAR TAX COLLECTION DATA



**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
AUGUST 2025**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS	Aug 24 % REC'D	Jul 25 % REC'D
41010 Current Year Taxes	46,056,383	25,739,763	20,316,620	56%	Pymts. Due - July & Jan.	56%	49%
41020 Prior Years Taxes	210,000	58,974	151,026	28%		34%	19%
41040 Interest & Liens	130,000	24,407	105,593	19%		17%	8%
41060 Auto Supplement	400,000	10,798	389,202	3%	Billed - December	2%	1%
Property Taxes	46,796,383	25,833,943	20,962,440	55%		55%	48%
43170 Spec Ed / Excess	587,858	0	587,858	0%	Pymts. Due - Feb. 75% - June Bal.	0%	0%
43200 Educ Cost Sharing	5,460,668	0	5,460,668	0%	Pymts. Due - Oct. 25% - Jan. 25% - Apr. Bal.	0%	0%
43590 Tuition - Other Towns	1,547,216	0	1,547,216	0%	School Bills for Activity	0%	0%
43591 B.E.A.R. TRANS. ACAD. TUITION	84,737	0	84,737	0%		N/A	0%
State Education Total	7,680,479	0	7,680,479	0%		0%	0%
43110 Veterans Exempt GT	2,400	0	2,400	0%	By Assessor Appl. in Aug but rec Pymt. in Dec.	0%	0%
43120 Misc - State	35,332	250	35,082	1%	For motor vehicle violations	1%	0%
43130 Telecommunications	13,000	0	13,000	0%	Pymt. Due - April	0%	0%
43140 State Revenue Sharing	0	0	0	N/A		N/A	N/A
43310 Tiered Pilot	13,399	0	13,399	0%	Pymt. Due Oct.	0%	0%
43320 SS Dist Tax Relief	1,500	0	1,500	0%	Pymt. Due - Dec.	0%	0%
43380 MRSA Motor Vehicle	96,029	96,026	3	100%		N/A	N/A
State Municipal Total	161,660	96,276	65,384	60%		0%	0%
Intergovernmental Revenue	7,842,139	96,276	7,745,863	1%		0%	0%
43615 Town Clerk Fees	220,000	54,720	165,280	25%	Statutory Collections	21%	11%
43620 Planning & Zoning	3,000	404	2,596	13%	Application Permit Fees	0%	0%
43630 Zoning Bd of Appeals	1,010	404	606	40%	Application Permit Fees	100%	40%
43640 Building Permits	150,000	51,326	98,674	34%	Building Permit Fees.	34%	22%
43660 Inland Wetlands	4,000	446	3,554	11%	Permit/Appl. Fees	0%	5%
43670 Short Term Investments	414,500	137,248	277,252	33%		105%	11%

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
AUGUST 2025**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS	Aug 24 % REC'D	Jul 25 % REC'D
43680 Rents	18,800	2,300	16,500	12%	Drummer/GLT/Farmhouse/Acreage/School Rental	11%	7%
43700 Snow Plow & Grading	11,000	0	11,000	0%	Private Roads	0%	0%
43710 Photocopying	100	51	49	51%		39%	25%
43715 Open Farm Day	2,500	1,000	1,500	40%		0%	0%
43740 Dispatch Services	16,580	16,580	0	100%	Police Bill For Dispatch Services	100%	100%
43745 Hay Rentals	39,613	0	39,613	0%	Northern Valley Farms	0%	0%
43760 Library	3,000	654	2,346	22%	Book Fines, Trust Investment	16%	11%
43770 Contract - Bldg. Inspection	14,000	0	14,000	0%	Bldg. Dept. Bills Qtrly For Services	25%	0%
43790 Driveway Permits	1,000	150	850	15%	New Const. Activity	10%	5%
43800 Police Photo/Lic/Permits	11,000	925	10,075	8%		18%	5%
43840 Returned Check Fee	100	0	100	0%		20%	0%
43990 Pay For Participation	42,000	0	42,000	0%	Received from BOE	0%	0%
					CIRMA WC check \$11.9K; Intern donation \$3K; PEGPETIA Def Rev \$7.3K; PD Extra Duty Rev		
46038 Miscellaneous	43,000	30,643	12,357	71%	\$5.5K	46%	29%
46240 Communication Fees	44,988	9,498	35,490	21%		11%	11%
Local Departmental Revenues Total	1,040,191	306,350	733,841	29%		44%	13%
43950 Transfer-in Fund Bal.	2,185,000	2,185,000	0	100%		32%	100%
43955 Additional Appropriations	0	0	0	0%		0%	0%
Transfers In Total	2,185,000	2,185,000	0	100%		32%	100%
Local Dept. Rev. & Transfer In Total	3,225,191	2,491,350	733,841	77%		34%	72%
General Fund Revenues	57,863,713	28,421,569	29,442,144	49%		45%	43%

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
AUGUST 2025**

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERE D ALLOTMENT	% EXP.	REMARKS	Aug 24 % REC'D	Jul 25 % REC'D
1001	General Administration	383,572	54,602	311,139	17,831	95%		91%	95%
1003	Legal Services	40,000	7,820	17,820	14,360	64%		90%	48%
1005	Fringe Benefits	3,180,161	2,407,578	69,336	703,248	78%		80%	77%
1007	Town Clerk Operations	179,543	18,989	113,256	47,298	74%		90%	73%
1009	Probate	5,953	5,953	0	0	100%		104%	100%
1011	Contingency & Reserve	82,500	899	11,685	69,916	15%		7%	6%
1013	Election Services	79,852	5,208	2,157	72,487	9%		36%	4%
1015	Boards, Reg. Prog, & Staff Dev.	64,319	38,378	10,887	15,054	77%		69%	78%
1017	Revenue Collections	148,938	28,590	112,968	7,380	95%		85%	81%
1019	Property Assessment	231,183	44,485	163,605	23,093	90%		91%	90%
1021	Finance Management	419,456	87,234	288,029	44,193	89%		92%	90%
1023	Insurance	346,733	91,018	233,975	21,740	94%		92%	93%
1031	Community Development	155,629	22,605	123,830	9,194	94%		96%	94%
1033	Human Resources	135,821	13,319	76,060	46,442	66%		79%	63%
1035	Technology	214,712	27,020	79,201	108,491	49%		68%	49%
General Government		5,668,372	2,853,697	1,613,947	1,200,727	79%		79%	77%
2001	Building Inspection	187,383	23,704	158,850	4,828	97%		92%	97%
2003	Fire Prevention	421,702	5,717	409,384	6,601	98%		99%	98%
2005	Emergency Management	13,180	10,750	0	2,430	82%		79%	81%
2007	Health Services	180,625	78,181	102,444	0	100%		100%	100%
2009	Police Dept Administration	418,469	71,060	344,871	2,539	99%		97%	97%
2011	Police Oper. & Communications	2,380,429	309,072	1,544,391	526,966	78%		84%	76%
Pers. & Prop. Protection		3,601,788	498,484	2,559,940	543,365	85%		89%	84%
3003	General & Equipment Maint.	3,673,481	503,853	2,494,837	674,790	82%		76%	79%
3011	Planning & Engineering	37,150	0	37,000	150	100%		59%	0%
Public Works & Env.		3,710,631	503,853	2,531,837	674,940	82%		76%	79%

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
AUGUST 2025**

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERE D ALLOTMENT	% EXP.	REMARKS	Aug 24 % REC'D	Jul 25 % REC'D
4001	Library Services	698,716	114,341	372,072	212,303	70%		80%	65%
4003	Social-Senior-Youth-Services	427,196	38,802	231,946	156,448	63%		66%	63%
4009	Community Support	2,500	0	0	2,500	0%		0%	0%
	Lib., Rec., & Soc. Services	1,128,412	153,144	604,018	371,250	67%		67%	64%
6001	Capital Improvement	2,605,000	2,110,881	0	494,119	0%		34%	0%
7001	Debt Service	1,731,368	338,809	0	1,392,559	16%	Payable in Jul/Aug & Jan/Feb	21%	16%
	Capital & Debt Service	4,336,368	2,449,690	0	1,886,678	56%		32%	55%
	Town Section	18,445,571	6,458,868	7,309,742	4,676,961	75%		61%	73%
8001	Board of Education	39,418,142	8,152,091	0	31,266,051	21%		19%	16%
	Board of Education	39,418,142	8,152,091	0	31,266,051	21%		19%	16%
	General Fund Expenses	57,863,713	14,610,959	7,309,742	35,943,012	38%		35%	34%

ARPA Report as of 9/9/2025

Rec'd 6/22/2021	1,702,751.69		
Rec'd 8/11/2022	585,201.77		
Rec'd 10/4/2022	1,117,549.92		
Total ARPA Grant Received	3,405,503.38	Allocated Fund	3,612,365.83
Allocated Fund	3,612,365.83	Total spent	3,587,244.30
Earned Interests	(206,862.45)	Remaining Unspent	25,121.53

Row Labels	BOS Approval Date	Sum of Total BOS Approved	Sum of Total Spent	Sum of Remaining	Encumbered	Unencumbered Balance
52656.GRANT EXPENSES-P&R	Apr 19, 2021	36,114.19	36,114.19	0.00		0.00
67000.AP Digitization (plus 2 years maintenance)	June 17, 2024	47,013.00	47,013.00	0.00		0.00
67000.Avaya	Feb 5, 2024	8,778.17	8,778.17	0.00		0.00
67000.Budget Digitization (plus 2 years	June 17, 2024	46,180.09	46,180.09	0.00		0.00
67000.Folder/Inserter Machine	June 17, 2024	4,930.00	4,930.00	0.00		0.00
67000.GIS System	Apr 3, 2023	10,890.00	10,890.00	0.00		0.00
67000.Municipity Integrated Parcel Mgmt System	Jun 20, 2022	68,478.23	64,528.23	3,950.00	3,750.00	200.00
67000.Plotter	Apr 3, 2023	9,855.50	9,855.50	0.00		0.00
67000.RedNMX System (Fire Inspection Software)	Apr 3, 2023	5,950.00	5,950.00	0.00		0.00
67000.SC Dept Header Page	June 17, 2024	3,819.73	3,819.73	0.00		0.00
67000.SC Main Hall Audio Visual upgrade	June 17, 2024	87,343.20	87,343.20	0.00		0.00
67000.TH Computer Equipment	June 17, 2024	215,125.14	215,125.14	0.00		0.00
67000.TH Meeting Room Sound System	June 17, 2024	18,984.02	18,984.02	0.00		0.00
67000.VPN	Feb 5, 2024	1,102.00	1,102.00	0.00		0.00
67000.WiFi Access Point and Network	9/6/22 & 12/4/23	217,893.18	217,893.18	0.00		0.00
67000A.Axon Fleet Cruiser Cameras	9/6/22 & 5/1/23	59,997.90	59,997.90	0.00		0.00
67000A.NexGen Public Safety Solutions CAD/RMS System	Jun 20, 2022	163,882.95	163,882.95	0.00		0.00
67001.GMHS HVAC	Aug 15, 2022	848,957.00	848,957.00	0.00		0.00
67002.Wells Road HVAC	Aug 15, 2022	286,208.24	286,208.24	0.00		0.00
67003.Communications Upgrades: Website Update	Sept 6, 2022	44,300.00	44,300.00	0.00		0.00
67004.FVHD	Sept 6, 2022	44,449.00	44,449.00	0.00		0.00
67005.Town Hall Complex HVAC	Apr 17, 2023	49,860.00	49,860.00	0.00		0.00
67006.Library Renovation Space Study	Nov 6, 2023	15,181.25	15,181.25	0.00		0.00
67007.AEDs	Dec 4, 2023	12,160.18	12,160.18	0.00		0.00
67008.Emergency Communication System	Dec 18, 2023	19,867.00	19,867.00	0.00		0.00
67009.Drummer Roof Replacement	June 17, 2024	5,093.05	5,093.05	0.00		0.00
67009.GPS for PW equipment plus monitoring	June 17, 2024	49,979.00	49,979.00	0.00		0.00
67009.Mini Sweeper (MS4 compliance assistance)	June 17, 2024	184,492.37	184,492.37	0.00		0.00
67009.PW Electronic Sign Boards (2)	June 17, 2024	30,970.32	30,970.32	0.00		0.00
67009.Snow Plow Replacement	June 17, 2024	13,580.00	13,580.00	0.00		0.00
67010.SBP Basketball Courts Renovation	June 17, 2024	110,752.84	110,752.84	0.00		0.00
67011.SBP Walking Trail	June 17, 2024	174,581.20	168,459.67	6,121.53	6,121.53	0.00
67012.Library Renovation	June 17, 2024	133,739.18	133,739.18	0.00		0.00
67013.PD HQ Improvement	June 17, 2024	114,844.90	114,844.90	0.00		0.00
67014.HF Improvement	June 17, 2024	89,040.09	89,040.09	0.00		0.00
67015.Town Center Consultant	June 17, 2024	75,000.00	67,500.00	7,500.00	7,500.00	0.00
67016.P&R Study	Oct 21, 2024	25,000.00	25,000.00	0.00		0.00
67017.Road Repaving	June 17, 2024	28,744.25	28,744.25	0.00		0.00
67018.Tow Behind Trailer/Grass Flail	Oct 21, 2024	39,786.24	39,786.24	0.00		0.00
67019.Wastewater Facilities Plan	Nov 4, 2024	33,400.00	33,400.00	0.00		0.00
67020.Library Capital Campaign Consultant	Nov 4, 2024	40,000.00	32,450.00	7,550.00	7,550.00	0.00
67021.TH Space Recovery Initiative	Nov 4, 2024	8,645.83	8,645.83	0.00		0.00
67022.Animal Shelter	Sept 16, 2024	27,396.59	27,396.59	0.00		0.00
67023.Contribution to BOE for ARPA IT Projects	Dec 31, 2024	100,000.00	100,000.00	0.00		0.00
Grand Total		3,612,365.83	3,587,244.30	25,121.53	24,921.53	200.00

GRANBY PUBLIC SCHOOLS

BUSINESS OFFICE

15-B North Granby Road

Granby, CT 06035

(860) 844-5253

stevensonn@granbyschools.org

To: Cheri P. Burke, Superintendent of Schools

From: Nickie Stevenson, Director of Finance & Operations

Re: FY 2025 Yearend Update

Date: August 12, 2025

Please find attached the FY 2025 year-end budget expense report, reflecting transactions through June 30, 2025.

FY25 Yearend Budget Transfers

This year, the Board of Education achieved notable savings, primarily within the special education accounts, resulting in an unexpended fund balance of \$941,266.81.

Per prior agreements with the Board of Finance and Board of Selectmen, \$650,000 of these savings will be allocated toward BOE small capital projects, including:

- Central Office roof replacement – now complete at nearly 50% of the original \$100,000 estimate
- High School main gym bleachers
- Safety and security initiatives

Non-Lapsing Education Fund Request

Of the remaining \$291,266.81 in savings, administration recommends:

- \$130,000 be deposited into the Non-Lapsing Education Fund
- \$161,266.81 be returned to the Town

Quality and Diversity Fund (Q&D)

The Q&D Fund closed the year with a balance of \$211,803, positioning us well for the new fiscal year.

BOE Reimbursements to the Town

In FY 2025, reimbursements to the Town totaled \$2,338,226, which is \$154,925 less than budgeted.

PROGRAM ACCOUNTS
Granby Board of Education FY 2025
June 2025 Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
01	Communications	\$90,245	\$82,391	\$82,391	\$0	\$0	100.0%
02	Conference & Travel	\$58,094	\$41,802	\$41,802	\$0	\$0	100.0%
03	Dues and Fees	\$38,738	\$34,545	\$34,545	\$0	\$0	100.0%
04	Equipment/Furniture	\$8,500	\$220,191	\$220,191	\$0	\$0	100.0%
05	Legal Services/Insurance	\$140,460	\$148,388	\$148,388	\$0	\$0	100.0%
06	Library/Media	\$57,368	\$55,956	\$55,956	\$0	\$0	100.0%
07	Purchased Services	\$1,114,702	\$1,129,312	\$1,129,312	\$0	\$0	100.0%
08	Repairs & Maintenance	\$539,517	\$589,316	\$589,316	\$0	\$0	100.0%
09	Software	\$443,364	\$402,376	\$402,376	\$0	\$0	100.0%
10	Special Education	\$4,394,816	\$3,721,961	\$3,721,961	\$0	\$0	100.0%
11	Student Activities/Athletics	\$398,001	\$335,725	\$335,725	\$0	\$0	100.0%
12	Supplies	\$548,582	\$508,078	\$508,078	\$0	\$0	100.0%
13	Textbooks	\$119,698	\$226,872	\$226,872	\$0	\$0	100.0%
14	Transportation	\$1,168,747	\$1,181,749	\$1,181,749	\$0	\$0	100.0%
15	Tuition	\$10,967	\$11,317	\$11,317	\$0	\$0	100.0%
16	Utilities	\$851,590	\$786,314	\$786,314	\$0	\$0	100.0%
17	Unallocated Appropriation	\$0	\$507,095	\$0	\$0	\$507,095	
Program		\$9,983,388	\$9,983,388	\$9,476,293	\$0	\$507,095	94.9%

PERSONNEL ACCOUNTS
Granby Board of Education FY 2025
June 2025 Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
18	Administration	\$1,651,319	\$1,662,259	\$1,662,259	\$0	\$0	100.0%
19	Central Office	\$557,043	\$573,155	\$573,155	\$0	\$0	100.0%
20	Certified Staff	\$11,638,907	\$11,536,707	\$11,536,707	\$0	\$0	100.0%
21	Custodial and Maintenance	\$1,481,279	\$1,504,669	\$1,504,669	\$0	\$0	100.0%
22	School Secretaries	\$715,648	\$710,589	\$710,589	\$0	\$0	100.0%
23	Special Education	\$4,452,429	\$4,183,716	\$4,183,716	\$0	\$0	100.0%
24	Student Activities/Athletics	\$545,575	\$508,028	\$508,028	\$0	\$0	100.0%
25	Teaching Assistants	\$327,901	\$384,936	\$384,936	\$0	\$0	100.0%
26	Technology Support Services	\$357,910	\$301,200	\$301,200	\$0	\$0	100.0%
27	Tutors	\$41,720	\$25,769	\$25,769	\$0	\$0	100.0%
28	Employee Benefits	\$6,365,402	\$6,309,932	\$6,309,932	\$0	\$0	100.0%
29	Unallocated Appropriation	\$0	\$434,172	\$0	\$0	\$434,172	
	Personnel	\$28,135,133	\$28,135,133	\$27,700,961	\$0	\$434,172	98.5%
	100 General Fund	\$38,118,521	\$38,118,521	\$37,177,254	\$0	\$941,267	97.5%

SPECIAL EDUCATION ACCOUNT DETAIL
Granby Board of Education FY 2025
June 2025 Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
01	Administrative/Certified	\$2,281,664	\$2,117,365	\$2,117,365	\$0	\$0	100.0%
02	Secretaries	\$102,667	\$106,818	\$106,818	\$0	\$0	100.0%
03	Support Services	\$497,291	\$483,067	\$483,067	\$0	\$0	100.0%
04	Teaching Assistants	\$1,528,934	\$1,423,154	\$1,423,154	\$0	\$0	100.0%
05	Tutors	\$41,873	\$53,312	\$53,312	\$0	\$0	100.0%
	TOTAL PERSONNEL	\$4,452,429	\$4,183,716	\$4,183,716	\$0	\$0	100.0%
06	Communications	\$100	\$72	\$72	\$0	\$0	100.0%
07	Conference & Travel	\$14,125	\$5,954	\$5,954	\$0	\$0	100.0%
08	Dues and Fees	\$2,250	\$688	\$688	\$0	\$0	100.0%
09	Equipment/Furniture	\$0	\$14,176	\$14,176	\$0	\$0	100.0%
10	Legal Services	\$27,500	\$21,556	\$21,556	\$0	\$0	100.0%
11	Purchased Services	\$153,375	\$218,188	\$218,188	\$0	\$0	100.0%
12	Software	\$9,310	\$8,508	\$8,508	\$0	\$0	100.0%
13	Supplies	\$37,550	\$39,199	\$39,199	\$0	\$0	100.0%
14	Transportation	\$1,388,936	\$889,977	\$889,977	\$0	\$0	100.0%
15	Tuition	\$2,761,670	\$2,523,643	\$2,523,643	\$0	\$0	100.0%
	TOTAL PROGRAM	\$4,394,816	\$3,721,961	\$3,721,961	\$0	\$0	
	OVERALL TOTAL	\$8,847,244	\$7,905,677	\$7,905,677	\$0	\$0	100.0%

SUPPLEMENTAL INFORMATION
Granby Board of Education FY 2025
June 2025 Budget Expense Report

REVENUE TO TOWN SUMMARY
REIMBURSEMENTS FOR BOE EXPENDITURES

Description	Budget	Anticipated	Received To Date	Difference (Received minus Anticipated)
Regular Education Tuition*	\$678,674	\$757,844	\$757,844	\$0
Special Education Tuition*	\$605,191	\$871,215	\$871,215	\$0
B.E.A.R. Transition Academy Tuition*	\$0	\$77,033	\$77,033	\$0
Excess Cost Grant	\$1,167,286	\$579,471	\$579,471	\$0
Pay for Participation	\$42,000	\$52,662	\$52,662	\$0
Totals	\$2,493,151	\$2,338,226	\$2,338,226	\$0

*From Other Towns

QUALITY AND DIVERSITY FUND (Q&D)

Description	Budget	YTD	Difference (YTD vs. Budget)
Opening Balance	\$95,335	-	-
Expenses	\$1,069,766	\$869,251	\$200,515
Revenue	\$1,028,144	\$985,719	-\$42,425
Ending Balance	\$53,713	\$211,803	\$158,090

PROGRAM ACCOUNTS
Granby Board of Education FY 2025
Yearend Transfers

Row #	Description	Original Budget (Appropriation)	Adjusted Budget (Expended)	Transfers (Adjusted - Original)*
01	Communications	\$90,245	\$82,391	-\$7,854
02	Conference & Travel	\$58,094	\$41,802	-\$16,292
03	Dues and Fees	\$38,738	\$34,545	-\$4,193
04	Equipment/Furniture	\$8,500	\$220,191	\$211,691
05	Legal Services/Insurance	\$140,460	\$148,388	\$7,928
06	Library/Media	\$57,368	\$55,956	-\$1,412
07	Purchased Services	\$1,114,702	\$1,129,312	\$14,610
08	Repairs & Maintenance	\$539,517	\$589,316	\$49,799
09	Software	\$443,364	\$402,376	-\$40,988
10	Special Education	\$4,394,816	\$3,721,961	-\$672,855
11	Student Activities/Athletics	\$398,001	\$335,725	-\$62,276
12	Supplies	\$548,582	\$508,078	-\$40,504
13	Textbooks	\$119,698	\$226,872	\$107,174
14	Transportation	\$1,168,747	\$1,181,749	\$13,002
15	Tuition	\$10,967	\$11,317	\$350
16	Utilities	\$851,590	\$786,314	-\$65,276
17	Unallocated Appropriation	\$0	\$507,095	-\$507,095
Program		\$9,983,388	\$9,983,388	\$0

Negative Transfer # Signifies Excess; Funds Transferred Out of the Account
Positive Transfer # Signifies a Deficit; Funds Transferred Into the Account

PERSONNEL ACCOUNTS
Granby Board of Education FY 2025
Yearend Transfers

Row #	Description	Original Budget (Appropriation)	Adjusted Budget (Expended)	Transfers (Adjusted - Original)*
18	Administration	\$1,651,319	\$1,662,259	\$10,940
19	Central Office	\$557,043	\$573,155	\$16,112
20	Certified Staff	\$11,638,907	\$11,536,707	-\$102,200
21	Custodial and Maintenance	\$1,481,279	\$1,504,669	\$23,390
22	School Secretaries	\$715,648	\$710,589	-\$5,059
23	Special Education	\$4,452,429	\$4,183,716	-\$268,713
24	Student Activities/Athletics	\$545,575	\$508,028	-\$37,547
25	Teaching Assistants	\$327,901	\$384,936	\$57,035
26	Technology Support Services	\$357,910	\$301,200	-\$56,710
27	Tutors	\$41,720	\$25,769	-\$15,951
28	Employee Benefits	\$6,365,402	\$6,309,932	-\$55,470
29	Unallocated Appropriation	\$0	\$434,172	-\$434,172
Personnel		\$28,135,133	\$28,135,133	\$0
100 General Fund		\$38,118,521	\$38,118,521	\$0

Negative Transfer # Signifies Excess; Funds Transferred Out of the Account

Positive Transfer # Signifies a Deficit; Funds Transferred Into the Account

Unexpended BOE GF Funds	\$941,266.81
Transfer BOE Small Capital \$	(650,000.00)
Non-Lapsing Education Fund Deposit \$	(130,000.00)
Funds Returned to Town GF \$	(161,266.81)
Remaining BOE GF 2024-2025	\$

GRANBY PUBLIC SCHOOLS
BUSINESS OFFICE
15-B North Granby Road
Granby, CT 06035
(860) 844-5253

stevensonn@granbyschools.org

To: Cheri P. Burke, Superintendent of Schools

From: Nickie Stevenson, Director of Finance & Operations

Re: July-August 2025 Budget Expense Report

Date: September 10, 2025

Please find attached the July-August 2025 budget expense report for this fiscal year encompassing transactions through 8/31/2025.

Personnel and Program Accounts

Current analysis indicates that expenditures in both personnel and program accounts are projected to remain within the appropriated budget. While a few unbudgeted expenses have arisen, we anticipate savings in other areas to offset these costs, with appropriate transfers made as needed.

Special Education

At this time, estimated special education expenditures for FY 2026 remain within the approved spending plan. Given that special education costs fluctuate throughout the school year, we will continue to monitor account activity and balances closely.

Quality and Diversity Fund (Q&D)

The Q&D fund opened with a balance of \$211,803. To date, only limited expenses (e.g., summer school, social work) have been incurred, and no new revenue has yet been booked. As a reminder:

- In FY 2025, general funds supported the purchase of the K–3 reading program textbooks partially budgeted in Q&D; these savings will help cover higher tuition costs related to the program shift from Asnuntuck to Goodwin.
- We anticipate additional revenue this year due to increased Open Choice enrollment (including kindergarten) and increased PreK tuition revenue associated with the new full-day program for four-year-old plus students.

Revenue to the Town

Revenue to the Town for FY 2026 is currently projected at \$2,285,546. At this point, no funds have been received and transferred to the Town. Special education expenses will significantly impact reimbursement and grant amounts, with the Excess Cost Grant being the most variable. Although the legislature allocated an additional \$40 million statewide, funding remains insufficient to fully support tiered grants. As a result, reimbursements are expected at 73.3%, which is higher than our budgeted rate of 65%. Final reimbursement percentages, however, are not typically confirmed until closer to year-end.

PROGRAM ACCOUNTS
Granby Board of Education FY 2026
July-August 2025 Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
01	Communications	\$92,889	\$92,889	\$11,391	\$68,399	\$13,100	85.9%
02	Conference & Travel	\$53,994	\$53,994	\$7,342	\$1,705	\$44,947	16.8%
03	Dues and Fees	\$40,012	\$40,012	\$20,896	\$11,514	\$7,602	81.0%
04	Equipment	\$9,500	\$9,500	\$204	\$0	\$9,296	2.1%
05	Legal Services/Insurance	\$160,470	\$160,470	\$15,681	\$134,063	\$10,726	93.3%
06	Library/Media	\$60,581	\$60,581	\$6,909	\$11,464	\$42,208	30.3%
07	Purchased Services	\$1,212,475	\$1,212,475	\$97,718	\$955,329	\$159,428	86.9%
08	Repairs & Maintenance	\$568,244	\$568,244	\$86,306	\$236,919	\$245,020	56.9%
09	Software	\$500,305	\$500,305	\$265,597	\$152,647	\$82,062	83.6%
10	Special Education	\$4,314,930	\$4,314,930	\$473,229	\$3,098,502	\$743,200	82.8%
11	Student Activities/Athletics	\$415,776	\$415,776	\$11,434	\$61,888	\$342,454	17.6%
12	Supplies	\$579,012	\$579,012	\$144,670	\$157,106	\$277,236	52.1%
13	Textbooks	\$112,880	\$112,880	\$15,410	\$14,375	\$83,095	26.4%
14	Transportation	\$1,232,920	\$1,232,920	\$104,612	\$1,101,832	\$26,476	97.9%
15	Tuition	\$11,317	\$11,317	\$0	\$0	\$11,317	0.0%
16	Utilities	\$852,044	\$852,044	\$110,031	\$656,339	\$85,674	89.9%
17	Unallocated Appropriation	\$0	\$0	\$0	\$0	\$0	
Program		\$10,217,348	\$10,217,348	\$1,371,429	\$6,662,081	\$2,183,839	78.6%

PERSONNEL ACCOUNTS
Granby Board of Education FY 2026
July-August 2025 Budget Expense Report

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
18	Administration	\$1,692,632	\$1,725,696	\$262,848	\$1,462,848	\$0	100.0%
19	Central Office	\$598,191	\$578,808	\$64,983	\$512,512	\$1,313	99.8%
20	Certified Staff	\$11,870,327	\$11,891,304	\$495,043	\$11,396,261	\$0	100.0%
21	Custodial and Maintenance	\$1,533,303	\$1,533,303	\$211,540	\$1,312,127	\$9,637	99.4%
22	School Secretaries	\$706,231	\$724,814	\$63,231	\$661,582	\$0	100.0%
23	Special Education	\$4,819,753	\$4,765,712	\$174,558	\$4,426,506	\$164,648	96.5%
24	Student Activities/Athletics	\$574,117	\$574,117	\$4,246	\$554,528	\$15,342	97.3%
25	Teaching Assistants	\$445,622	\$445,622	\$197	\$437,693	\$7,732	98.3%
26	Technology Support Services	\$274,096	\$274,896	\$61,765	\$213,131	\$0	100.0%
27	Tutors	\$35,589	\$35,589	\$0	\$35,589	\$0	100.0%
28	Employee Benefits	\$6,650,933	\$6,650,933	\$474,677	\$6,013,408	\$162,849	97.6%
29	Unallocated Appropriation	\$0	\$0	\$0	\$0	\$0	
Personnel		\$29,200,794	\$29,200,794	\$1,813,088	\$27,026,184	\$361,521	98.8%
100 General Fund		\$39,418,142	\$39,418,142	\$3,184,517	\$33,688,265	\$2,545,360	93.5%

SPECIAL EDUCATION ACCOUNT DETAIL

**Granby Board of Education FY 2026
July-August 2025 Budget Expense Report**

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
01	Administrative/Certified	\$2,296,877	\$2,296,877	\$120,946	\$2,147,411	\$28,521	98.8%
02	Secretaries	\$110,692	\$110,692	\$14,366	\$96,326	\$0	100.0%
03	Support Services	\$519,932	\$519,932	\$19,375	\$500,557	\$0	100.0%
04	Teaching Assistants	\$1,830,695	\$1,776,654	\$19,871	\$1,659,852	\$96,931	94.5%
05	Tutors	\$61,556	\$61,556	\$0	\$22,360	\$39,196	36.3%
	TOTAL PERSONNEL	\$4,819,753	\$4,765,712	\$174,558	\$4,426,506	\$164,648	96.5%
06	Communications	\$100	\$100	\$0	\$42	\$58	42.0%
07	Conference & Travel	\$14,125	\$14,125	\$1,768	\$2,222	\$10,135	28.2%
08	Dues and Fees	\$2,250	\$2,250	\$0	\$400	\$1,850	17.8%
09	Legal Services	\$27,500	\$27,500	\$833	\$26,667	\$0	100.0%
10	Purchased Services	\$182,017	\$182,017	\$3,712	\$122,306	\$55,999	69.2%
11	Software	\$9,860	\$9,860	\$0	\$8,692	\$1,167	88.2%
12	Supplies/Textbooks	\$51,950	\$51,950	\$15,446	\$4,564	\$31,940	38.5%
13	Transportation	\$1,137,463	\$1,137,463	\$15,088	\$990,258	\$132,117	88.4%
14	Tuition	\$2,889,666	\$2,889,666	\$436,382	\$1,943,351	\$509,933	82.4%
	TOTAL PROGRAM	\$4,314,930	\$4,314,930	\$473,229	\$3,098,502	\$743,200	
	OVERALL TOTAL	\$9,134,683	\$9,080,642	\$647,786	\$7,525,008	\$907,848	90.0%

SUPPLEMENTAL INFORMATION
Granby Board of Education FY 2026
July-August 2025 Budget Expense Report

REVENUE TO TOWN SUMMARY
REIMBURSEMENTS FOR BOE EXPENDITURES

Description	Budget	Anticipated	Received To Date	Difference (Received minus Anticipated)
Regular Education Tuition*	\$787,550	\$601,025	\$0	-\$601,025
Special Education Tuition*	\$759,666	\$759,666	\$0	-\$759,666
B.E.A.R. Transition Academy Tuition*	\$84,737	\$52,264	\$0	-\$52,264
Excess Cost Grant	\$587,858	\$830,591	\$0	-\$830,591
Pay for Participation	\$42,000	\$42,000	\$0	-\$42,000
Totals	\$2,261,811	\$2,285,546	\$0	-\$2,285,546

*From Other Towns

QUALITY AND DIVERSITY FUND (Q&D)

Description	Budget	YTD	Difference (YTD vs. Budget)
Opening Balance	\$211,803	-	-
Expenses	\$984,237	\$33,982	\$950,255
Revenue	\$969,686	\$0	-\$969,686
Ending Balance	\$197,252	\$177,822	-\$19,431