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**TOWN OF GRANBY BOARD OF FINANCE**  
**Regular Meeting**  
**Monday, OCTOBER 27, 2025**  
**7:00 p.m.**  
**Senior Center Community Room**  
**AGENDA**

1. Audit Presentation By CliftonLarsonAllen (CLA), LLC

Documents:

[GRANBY AUDIT PRESENTATION 2025.PDF](#)

2. Public Comment

3. Minutes

- 3.I. Approval Of Regular Meeting Minutes - September 22, 2025

Documents:

[BOF MINUTES 9-22-2025.PDF](#)

4. Salmon Brook Park Ramp Appropriation - Approval Request

Documents:

[SALMONBROOKPARKAPPROPRIATIONAPPROVAL - PAND R FUND.PDF](#)

5. Establishment Of A Special Grants Fund For Federal, State, And Local Grants Or Donations

Documents:

[CONSIDERATION OF ESTABLISHING A SPECIAL GRANTS FUND.PDF](#)

6. Update On Funds As Of June 30, 2025

Documents:

[2025-1027BOFMEMO-UPDATE ON FUNDS AS OF 063025.PDF](#)

7. Statement Of Accounts

- 7.I. Town Budget Operations Report - September 2025

Documents:

[SEPTEMBER 2025BUDGETOPERATIONS.PDF](#)

7.II. Board Of Education - September 2025

Documents:

[BOE BUDGET EXPENSE REPORT - SEPTEMBER 2025.PDF](#)

8. Confirm Date Of Next Meeting

9. Adjournment



*We'll get you there.*

# Town of Granby, Connecticut

## June 30, 2025 Audit Presentation

October 27, 2025

CPAs | CONSULTANTS | WEALTH ADVISORS

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# Agenda:

- Terms of the Engagement
- Executive Summary
- Financial Highlights
- Federal and State Single Audits
- Governance Communication
- Upcoming GASB Pronouncements



# Terms of the Engagement:

- Express opinions on whether the basic financial statements are presented in accordance with GAAP
- Express an “in relation” to opinion on the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance.
- Provide a report on internal control over financial reporting and compliance with laws, regulations, contracts and grants
- Express an opinion on compliance related to major federal and state programs
- Provide a report on internal control over compliance related to major federal award and state financial assistance programs



# Executive Summary

- **Financial Statements**

- Unmodified opinions on the financial statements

- **Federal Single Audit - DRAFT**

- Unmodified opinion on compliance for the major federal program
  - No control deficiencies in internal controls over major federal program

- **State Single Audit**

- Unmodified opinion on the major state programs
  - No control deficiencies in internal controls over major programs



# Financial Highlights

## Government Wide Financial Statements

	Governmental Activities	
	2025	2024
<b>Assets:</b>		
Current and Other Assets	\$ 31,132,902	\$ 30,341,299
Capital Assets, Net of Accumulated Depreciation	<u>71,561,081</u>	<u>70,819,570</u>
Total Assets	<u>102,693,983</u>	<u>101,160,869</u>
<b>Deferred Outflows of Resources</b>	1,941,221	1,914,342
<b>Liabilities:</b>		
Long-Term Debt Outstanding	20,106,188	22,043,233
Other Liabilities	<u>2,661,802</u>	<u>4,156,047</u>
Total Liabilities	<u>22,767,990</u>	<u>26,199,280</u>
<b>Deferred Inflows of Resources</b>	<u>3,612,325</u>	<u>3,282,919</u>
<b>Net Position:</b>		
Net Investment in Capital Assets	58,039,026	55,907,158
Restricted	<u>7,401,758</u>	<u>7,542,793</u>
Unrestricted	<u>12,814,105</u>	<u>10,143,061</u>
Total Net Position	<u>\$ 78,254,889</u>	<u>\$ 73,593,012</u>



# Financial Highlights – Governmental Funds

	General	Capital Projects	ARPA Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES</b>					
Property Taxes	\$ 46,266,635	\$ -	\$ -	\$ -	\$ 46,266,635
Intergovernmental	12,802,340	1,389,914	1,508,627	2,676,209	18,377,090
Licenses, Fees, and Charges for Services	634,852	-	-	2,751,076	3,385,928
Investment Income	908,503	142,274	34,210	117,998	1,202,985
Other Revenues	369,065	32,853	-	251,897	653,815
<b>Total Revenues</b>	<b>60,981,395</b>	<b>1,565,041</b>	<b>1,542,837</b>	<b>5,797,180</b>	<b>69,886,453</b>
<b>EXPENDITURES</b>					
Current:					
General Government	5,522,736	-	1,670,760	17,663	7,211,159
Public Safety	3,288,783	-	-	31,086	3,319,869
Public Works and Environmental	3,575,019	-	-	666,046	4,241,065
Recreation and Social Services	966,347	-	-	1,313,675	2,280,022
Education	42,541,338	-	-	3,199,881	45,741,219
Capital Outlay	-	4,552,918	-	-	4,552,918
Debt Service	1,737,913	158,134	-	-	1,896,047
<b>Total Expenditures</b>	<b>57,632,136</b>	<b>4,711,052</b>	<b>1,670,760</b>	<b>5,228,351</b>	<b>69,242,299</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>3,349,259</b>	<b>(3,146,011)</b>	<b>(127,923)</b>	<b>568,829</b>	<b>644,154</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	18,431	6,759,205	14,500	89,375	6,881,511
Transfers Out	(6,339,375)	-	-	(542,136)	(6,881,511)
Issuance of Leases	-	438,000	-	-	438,000
<b>Total Other Financing Sources (Uses)</b>	<b>(6,320,944)</b>	<b>7,197,205</b>	<b>14,500</b>	<b>(452,761)</b>	<b>438,000</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>(2,971,685)</b>	<b>4,051,194</b>	<b>(113,423)</b>	<b>116,068</b>	<b>1,082,154</b>
Fund Balances - Beginning of Year	14,993,708	(94,392)	172,653	5,717,244	20,789,213
<b>FUND BALANCES - END OF YEAR</b>	<b>\$ 12,022,023</b>	<b>\$ 3,956,802</b>	<b>\$ 59,230</b>	<b>\$ 5,833,312</b>	<b>\$ 21,871,367</b>



# Financial Highlights

- Internal Service Fund
  - Net position at year end \$1.6M
  - Net position increased \$1.3M
- Pension and Other Postemployment Benefits (OPEB)
  - Pension trust fund net position increased by \$2M to \$25.4M
    - Net Pension liability - \$859K, Prior Year – \$1.6M
      - 96.73% funded, up from 93.71% in prior year
  - OPEB trust fund net position increased by \$609K to \$6.7M
    - Net OPEB liability - \$5.1M, Prior Year - \$4.8M
      - 56.53% funded, up from 55.69% in prior year



# Financial Highlights – Pension and OPEB Trust Funds

	Pension Trust Fund	OPEB Trust Fund
<b>ADDITIONS</b>		
Contributions:		
Employer	\$ 631,221	\$ -
Employee	208,665	-
Total	839,886	-
<b>INVESTMENT INCOME</b>		
Net Appreciation in Fair Value of Investments	2,091,980	736,780
Interest and Dividends	705,926	-
Total Investment Gain	2,797,906	736,780
Less Investment Expenses:		
Investment Management Fees	43,709	-
Net Investment Income	2,754,197	736,780
Total Additions	3,594,083	736,780
<b>DEDUCTIONS</b>		
Benefits	1,615,637	124,884
Administrative Expenses	12,471	2,946
Total Deductions	1,628,108	127,830
<b>CHANGE IN NET POSITION</b>		
Net Position - Beginning of Year	23,464,212	6,067,735
<b>NET POSITION - END OF YEAR</b>	<b>\$ 25,430,187</b>	<b>\$ 6,676,685</b>



# Financial Highlights

- General Fund – Budgetary Basis
  - Total revenues exceeded budget by \$1.98M
    - Total property tax collections were \$45.3M
    - Property Tax Collections – 99.32% in the current and 98.93% in the prior year
  - Actual expenditures below budget by \$1.9M
    - Additional appropriations of \$9,335 were approved during the year



# Federal Single Audit: (DRAFT, compliance supplement not final)

- Total federal awards expended - \$2.8M
- Major program:
  - ◊ American Rescue Plan Act Local Fiscal Recovery (ARPA)
- Unmodified opinion on major program compliance
- No findings on internal controls over major program tested



# State Single Audit:

- Total state awards expended - \$8.3M, \$2.4M subject to single audit
- Major program:
  - ◊ Small Town Economic Assistance Program (STEAP)
  - ◊ Open Choice
- Unmodified opinion on major program compliance
- No findings on internal controls over major program tested



# Governance Communication:

- GASB 101 – *Compensated Absences* adopted
- Significant Estimates
  - Net Pension Liability, Net OPEB Liability
  - Incurred but not reported (IBNR) health insurance claims
- No disagreements with management
- No difficulties encountered in performing the audit
- Uncorrected misstatements – immaterial lease and SBITA entries
- No independence issues



# Governance Communication:

- Management did not consult with other independent accountants
- No significant issues discussed with management prior to engagement



# GASB Standards:

- Implementation Year 2026:
  - Statement 103 – Financial Reporting Model Improvements
  - Statement 104 – Disclosure of Certain Capital Assets





# Questions?



**TOWN OF GRANBY  
BOARD OF FINANCE  
MEETING MINUTES  
SEPTEMBER 22, 2025**

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

**ALSO PRESENT:** Cheri Burke, Superintendent of Schools; Kimi Cheng, Director of Finance; Chris DeGray, BOE Director of Facilities; Nickie Stevenson, BOE 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. PUBLIC COMMENT**

Bill Glueck, 18 Barkhamsted Road, Granby, addressed the board and offered recommendations for improving communications between the board and the public.

Robert Flanigan, 24 Woodcliff Drive, Granby, offered feedback on several topics including BOE expenditures, town meeting organization and town truck purchases.

Michael Kramarenko, 150 Notch Road, Granby, expressed concerns about recent decisions made by the Board of Education.

Beth Carroll, 10 Quail Lane, North Granby, offered recommendations for changes in public participation in public meetings and decisions made by the boards.

Maureen Eberly, 37 Silkey Road, North Granby, offered opinion on several topics including the BOE administration, budget decisions, home sales and tax options for elderly residents.

Lynn Krauss, 20 West Granby Road, Granby, spoke in favor of public participation in town meetings and expressed concerns over high property taxes.

**2. APPROVAL OF MINUTES FROM JULY 28, 2025, MEETING**

ON A MOTION by B. Perron, seconded by W. Kennedy, the Board voted (5-0-0) to approve the meeting minutes of July 28, 2025.

**3. STATEMENT OF ACCOUNTS**

Kimi Cheng, Director of Finance, reported on the highlights of the August 2025 Statement of Accounts.

- As of 8/31/25, the total tax collection was consistent with prior years at 56% (vs. 56% last year).
- Interest earned in the month of August from the STIF account was approximately \$76,400. As of 9/9/25, the daily rate was 4.43% and the 7-day yield was 4.43%.
- The Town received \$96,026.31 from OPM for the Motor Vehicle Reimbursement Grant.
- As of 8/31/25, total General Fund expenditures were consistent with last fiscal year at 38% (compared to 35% last year).

- Overtime expense for the Public Works Department as of 8/31/25 was \$6,868.20 (vs. \$8,666.47 last year).
- Overtime expense for the Police Department as of 8/31/25 was \$22,564.35 (vs. \$28,549.25 last year).
- As of 9/9/25 there is a remaining unspent ARPA fund balance of \$25,121.53 which is mostly encumbered and should be closed out by the December 2026 deadline.

Nickie Stevenson, BOE Director of Finance and Operations presented the FY 2025 final year end results noting that the report is the same as what was presented to the Board of Finance in July except for an increase of \$4,000 in the funds being returned to the Town for a total of \$161,267.

Nickie Stevenson also reported on the BOE July-August 2025 Budget Expense Report.

- Expenditures in both personnel and program accounts are projected to be within budget. Unbudgeted expenses will be offset by savings in other areas.
- Estimated FY26 special education expenditures are expected to remain within the approved spending plan. Account activity and balances will be monitored closely throughout the year.
- The Q&D fund has incurred limited expenses to date and no new revenue has been booked.
- Revenue to the Town is projected to be \$2,285,546. Special education expenses will significantly impact reimbursement and grant amounts including the Excess Cost Grant which is the most variable. Reimbursement from the state is expected to be 73.3% which is higher than the 65% budgeted.

**4. TOWN AND BOE 10-YEAR CAPITAL PLAN (FOR INFORMATION PURPOSES ONLY)**

The Board of Selectmen approved the 10-year capital plan at its meeting on 9/15/25 and forwarded it to CPPAC. The document is included in the Board of Finance meeting materials for information purposes.

Town Manager Mike Walsh added an overview of the 10-year capital improvement plan and the Capital Program Priorities Advisory Committee process.

**5. CONFIRM DATE OF NEXT MEETING**

The next regular meeting of the Board of Finance is scheduled for Monday, October 27, 2025.

**6. ADJOURNMENT:**

ON A MOTION by J. Tsaptsinos, seconded by W. Kennedy, the Board voted (5-0-0) to adjourn the meeting at 9:06 p.m.

Respectfully submitted,



Betsy Mazzotta  
Recording Secretary



## TOWN OF GRANBY

### MEMORANDUM

DATE: October 13, 2025

TO: The Granby Board of Selectman  
The Granby Board of Finance (after BOS approval)

FROM: Mike Walsh, Granby Town Manager 

REGARDING: Salmon Book Park Ramp Appropriation Approval – P and R Fund

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Please see the attached memo and supporting materials provided by Sandy Yost, Director of Community Services in a memo dated October 10, 2025.

I am in support of the request and propose the following motion to move this project forward:

**PROPOSED BOARD OF SELECTMEN MOTION:**

I move that the Board of Selectmen approve an appropriation from the Parks & Recreation Fund of up to \$7,000 to support the total project cost of the installation of a permanent ramp at the Salmon Brook Park Bandshell.

**PROPOSED BOARD OF FINANCE MOTION:**

I move that the Board of Finance approve an appropriation from the Parks & Recreation Fund of up to \$7,000 to support the total project cost of the installation of a permanent ramp at the Salmon Brook Park Bandshell.

This appropriation combined with the generous donation from Valley Brook Community Church will cover the expense of the winning bid in order for the Town to move forward and complete project.

I will be on hand at both meetings to answer any questions you may have on this issue.

CC: Kimi Cheng, Director of Finance  
Sandy Yost, Director of Community Services

## **TOWN OF GRANBY**

The following information is required prior to the approval of any Board of Finance Appropriation or Transfer:

Agency Requesting Action: Board of Selectmen X  
Board of Education

Date of Requesting Agency's Action: October 20, 2025

Type of Action Requested (Check One): Additional Appropriation  X  
Transfer of Funds   
Budget Amendment

Date of Request: October 27 2025

Fiscal Year: 2025-26

Amount of Request: up to \$7,000.00

Purpose of Request (Explain briefly or attach narrative):

To support the addition of ramps to the bandshell at the Salmon Brook Park.

<u>Appropriation From:</u>	<u>Appropriation To:</u>
251 Park and Recreation Fund Balance up to \$7,000	251.40.40.4005.52108 Donations up to \$7,000

Certification: This is to certify that there is available an unappropriated and unencumbered fund balance to meet the above appropriation request(s). For the General Fund, the total appropriations for the Fiscal Year do not exceed 1-1/2% of the current levy [Charter Sec. 10-6 (e)].

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Town Manager/Date

Date of Board of Selectmen Commence Action: October 20, 2025      Approved: YES    X    NO

Date of Board of Finance Resolution Action: October 27, 2025      Approved: YES      NO



## TOWN OF GRANBY

### MEMORANDUM

DATE: October 10, 2025

**TO:** The Granby Board of Selectman

**FROM:** Sandy Yost, Director of Community Services

**REGARDING:** **Appropriation from Parks & Recreation Fund to support the installation of permanent ramps at Salmon Brook Park Bandshell**

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#### BACKGROUND

1. In mid-2024, Valley Brook Community Church (VBCC) approached the Town seeking to make a donation to provide handicapped accessible access to our bandshell. VBCC uses SBP annually for their live nativity.
2. Over the summer of 2024, Town staff began exploring the issue and felt this was something we could accept that would benefit the entire community.
3. In the fall of 2024, due to the need to engineer the project and send it out to bid, it was apparent that the work could not be done in time for their live nativity in 2024.
4. Entering 2025, Town staff completed an engagement with VBCC to secure their \$15,000 donation. The VBCC donation was approved for receipt by the BOS in April (please see my memo from March which is attached)
5. With the funding in hand, the engineering began and the project put to bid. The bids returned were significantly higher than expected, so the project was reworked and the bid reissued.
6. The sole bid received on the reworked RFP was opened in late July and was \$7,000 more than the \$15,000 donation. (please see the three bid related documents detailing the work to be completed)
7. A discussion was initiated with the Parks and Rec. Board who voted at their October 2025 meeting to seek funds using the Parks and Rec. Fund to make up the difference.

#### Next Steps

Approve the appropriation from the Parks & Recreation Fund of up to \$7,000 to support the total project cost of the installation of permanent ramps at the Salmon Brook Park bandshell. This combined with the generous donation from Valley Brook Community Church will cover the expense of the winning bid for the complete project.

PLAN BORROWED AND REPORTED ON SIDEWALK BALIUM BRICK PARK 215 BALIUM BRICK STREET GRANBY, CONNECTICUT		DATE: JUNE 24, 2025		LOG # 33400		SHEET# 1 OF 1	
TOWN OF GRANBY ENGINEERING DEPARTMENT		GRANBY TOWN HALL GRANBY, CONNECTICUT 06438		PHONE: (860) 883-1200 FAX: (860) 883-1202			

ODUC. SIDEWALK JOINT AT EXIST. BUILDING OR SIDEWALK DETAIL.

ALL EXIST. UTILITIES SHOWN FROM  
ORIGINAL DESIGN PLANS. VERIFY  
LOCATION PRIOR TO CONSTRUCTION.

SITE PLAN  
SCALE: 1" = 10'

GRAPHIC SCALE  
(1' = 10' feet)

5' CONC. WALK

POND HOUSE  
EL = 186.03

BAND SHELL  
CONC. SLAB  
EL = 189.01

PIPE RAIL

DEMO EXIST. WALL

NEW BLOCK WALL

SALT FENCE (TYPE)

1. A CONSTRUCTION WHICH IS MATERIALS  
TO WHICH CONNECT A COUNTERTOP  
TRANSPORTATION COST IS TO ALLOWED.  
CONCRETE WALK METAL  
NOT TO SCALE



**TOWN OF GRANBY**  
**52 NORTH GRANBY ROAD**  
**GRANBY, CT 06035**

**Sales:** Steve Morawski  
**Salmon Brook Park Road Granby, Connecticut 06035**  
**United States-Landscape**  
**Salmon Brook Park Road Granby, Connecticut 06035**

**Est ID:** EST5598245  
**Date:** Jul-28-2025

#### **Scope of Work – Salmon Brook Park Sidewalk Installation**

##### **Snack Shack Area to Bandshell**

The scope of work includes the preparation and installation of a new sidewalk, extending from the snack shack area to the bandshell, per provided plans and specifications.

##### **Sidewalk Installation:**

Excavate and prepare the proposed sidewalk area (approx. 475 square feet) as shown on the drawings.  
Furnish and install approximately 475 SF of Ideal Boston Colonial Pavers in Vineyard Blend.  
Install 8-10 inches of compacted aggregate base material, compacted in lifts.  
Screed a 1" leveling layer of 1/4" chip stone over the base.  
Install pavers per manufacturer's specifications, ensuring consistent pattern and alignment.  
Sweep and compact polymeric sand into all paver joints.  
Install a mortar-set edge restraint along all exposed paver edges to ensure stability.

##### **Masonry Wall Construction:**

Construct a new concrete block wall, approximately 16 feet in length, per plans.  
Dowel into the existing concrete pad to secure the new block wall and provide structural integrity.  
All block work to be square, level, and built to dimensions and details outlined in the project plans.

##### **Pipe Rail Installation:**

furnish and install a steel pipe handrail atop the completed block wall as detailed in the project documents.  
Handrail work to be coordinated and completed after the masonry wall installation.

##### **Site Restoration:**

Topsoil and hydroseed all lawn areas disturbed during the course of construction to ensure full restoration.

<b>Sidewalk</b>		<b>\$19,563.69</b>
3/4" Crushed Stone		
1/4" Chip Stone		
Ideal Boston Colonial Paver Square Vineyard Blend (104.42 sq. ft. pallet)	Manufactured Hardscape Products Ideal Concrete Pavers	
Catch Basin Block		
Mortar - Type S - Bagged	9 sq. ft. per bag	
Rebar - 20' lengths		
Screened Topsoil Bulk (per cu. yd.)	Bulk Mulches Soils and Soil Amendments Bulk Soils Planting Mixes Container Mixes	
Hydroseed		
Alliance Gator Xtreme Edge 50 lb. Bag (56 bag/pallet)	Alliance Gator Edging Pins	
Techniseal HP NextGel Polymeric Sand Urban Grey 50 lb. Bag	Polymeric Sand and Cements Sand	

<b>Hand Railing</b>		<b>\$2,000.00</b>
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1 each      Custom Hand Rail Fabrication

<b>Subtotal</b>	<b>\$21,563.69</b>
<b>Taxes</b>	<b>\$0.00</b>
<b>Estimate Total</b>	<b>\$21,563.69</b>

The signed representative hereby authorizes D.W. Burr Landscape & Design, Inc. to proceed and to complete the scope of services as described.

A service charge of 1.5% per month will be added to all balances not paid within thirty (30) days of invoice. This represents an annual rate of 18%. In addition to all service charges there shall also be paid the reasonable costs of collection including attorney's fees and court costs.

D.W. Burr Landscape & Design, Inc. is not responsible for any above or underground damage to existing conditions due to machine travel, excavation and completion of proposed services. This includes all utilities. D.W. Burr will contact Connecticut CBYD prior to project commencement.

**Contractor:** \_\_\_\_\_  
Steve Morawski

**Signature Date:** 07/29/2025  
**Email:** smorawski@dwbur.com

**Client:** \_\_\_\_\_

**Signature Date:** \_\_\_\_\_



## TOWN OF GRANBY

### MEMORANDUM

DATE: March 24, 2024

**TO:** Mike Walsh, Granby Town Manager  
**FROM:** Sandra Yost, Director of Community Services  
**REGARDING:** Valley Brook Community Church – Donation

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#### BACKGROUND

Valley Brook Community Church has been utilizing the bandshell at Salmon Brook Park for the past several years to host their Live Nativity. The event takes place annually in December and the production includes many participants and live animals.

Access to the stage is limited. Each year the Church has supplied portable ramps to allow for access to the stage apron from the front sides. Recognizing their need, and the potential need from other groups, Valley Brook has suggested the addition of access ramps to the bandshell.

#### REQUEST

Valley Brook Community Church, in consultation with Granby staff, has researched the cost of adding ramps to the existing bandshell. Based on this information the Church has made a generous donation of \$15,000 to move the project forward.

Because the addition of the ramps would be beneficial for all groups utilizing the bandshell at Salmon Brook Park acceptance of the donation is appropriate. The donation is recommended to be deposited into the Parks & Recreation Salmon Brook Park line item 251.04.41.0000.43625. All related expenses for the project will be charged to this account.

#### ACTION

Submit an agenda item for the next Board of Selectmen meeting to approve acceptance of Valley Brook Community Church's check #13871 in the amount of \$15,000 with stipulation that the funds are set aside for the installation of bandshell ramps at Salmon Brook Park.



# TOWN OF GRANBY

## MEMORANDUM

**DATE:** September 30, 2025

**TO:** The Granby Board of Selectmen  
The Granby Board of Finance

**FROM:** Kimi Cheng, Director of Finance

**REGARDING:** **Consideration of Establishing a Special Grants Fund for the Federal/State/Local Grants or Donations**

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### Background

Historically, grants that did not require a Town match were recorded within the General Fund. As the General Fund is a budgetary fund approved by the voters, any expenditures from it—even if reimbursed by grants—were interpreted as subject to the provisions of Charter Section 10-6(e) for transparency purposes. Specifically, the first clause of this section “additional appropriations over and above the total budget may be approved from time to time by the Board of Finance by resolution, upon recommendation of the Board of Selectmen, for items other than Board of Education requests.”

To enhance fiscal transparency and streamline grant management, we propose establishing a Special Grants Fund. This fund will:

- Record federal/state/local grants/reimbursement grants or donations under \$50,000 that do not require a Town match or use of taxpayer funds. For example, grants from the Fire Marshall’s office, PEGPETIA grant for the Library, Early Voting Grant, etc.
- Require separate purchase orders (POs) for all expenditures covered by such grants.
- Ensure these grants are excluded from the calculation of additional appropriations under Charter Section 10-6(e), consistent with the past practice.

Establishing a Special Grant Fund will enhance transparency and accountability in grant tracking, prevent commingling of reimbursed grant expenditures with budgetary funds, improve operational efficiency and effectiveness, and align with Charter provisions while reducing administrative burden on BOS and BOF for routine grant-funded purchases.

### Next Steps

To formally establish a dedicated fund for recording federal/state/local grants/reimbursement grants or donations under \$50,000 received by the Town that do not require a town match or use of taxpayer funds, the following resolution is recommended to be adopted by the Board of Selectmen and the Board of Finance:

**BE IT RESOLVED THAT:** The Board of Selectmen (Finance) of the Town of Granby hereby establishes a fund known as the **Special Grants Fund**. Said fund shall be established to assist with tracking grant expenditures for the federal/state/local grants/reimbursement grants, or donations under \$50,000. The source of this fund shall not require a town match or use of taxpayer funds.

The Granby Town Manager shall approve appropriate POs in accordance with procedures with the Town of Granby's purchasing policy and grant requirements.

Any balance remaining in said fund, should the fund be dissolved, shall meet the requirements of grant commitments or be returned to the Town's General Fund as determined by the Board of Selectmen and the Board of Finance.



# TOWN OF GRANBY

## MEMORANDUM

DATE: October 1, 2025

**TO:** The Granby Board of Selectmen  
**FROM:** Mike Walsh, Town Manager  
**REGARDING:** Granby Grants Procedure – Approval of a Special Grant Fund

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### **Background:**

In general, a grant award to the Town of Granby is a monetary award (revenue) from an outside person, agency, or source with specific spending requirements (appropriation) attached as a condition to the grant.

Further, based on a historical interpretation of Charter Section 10-6 (e), certain grants were used as a basis to amend the total Town budget by increasing revenue and expenses.

In order to better comply with Generally Accepted Accounting Principles (GAAP) for governmental entities, certain grants should be recorded in a Special Revenue Fund without the need to amend the budget. Adopting this process would eliminate the administrative burden of amending the budget, improve the Town's financial metrics, and streamline the administrative process of spending the grant timely and in compliance with the conditions of the grant.

### **Additional Discussion:**

There are basically two type of grants – type one are "directed" grants where we secure funds (revenue) to do something specific like buy smoke detectors (the expense). Type two are "aspirational" grants where we seek to secure funding for larger projects like handicapped accessibility to the Route 20 Parking Lot, or perhaps expanding the Library.

Historically, the Town of Granby has sought the approval of the Board of Selectmen before applying, accepting, and expending under both types of grants. Further, when some of these grants are secured, approval from both the Board of Selectmen and the Board of Finance to amend the budget for additional revenue and expenditures then takes place. This second step is not necessary and is a sizable administrative burden.

### **Moving Forward:**

If the BOS approves the attached resolution Finance Director Kimi Cheng has provided, we will bifurcate grants moving forward.

For "directed" grants that require no taxpayer money, we will accept and spend them out of a Special Grant Fund without amending the Town's budget and we will periodically communicate that to the BOS and BOF bodies.

For "aspirational" grant funds, we will continue to seek BOS approval prior to submitting any application or accepting grant funds or expending funds.



# TOWN OF GRANBY

## MEMORANDUM

**DATE:** October 21, 2025

**TO:** The Granby Board of Finance  
**FROM:** Kimi Cheng, Director of Finance  
**REGARDING:** Update on Funds as of June 30, 2025

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Below are the updated fund balances for all funds as of June 30, 2025.

		<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>Interests</b>
<b>Non-Major Governmental Funds:</b>					
236	Dog Fund	6,696	8,013	28,071	
221	Town Aid Road Fund	290,290	290,290	290,293	
244	Senior Citizen Activity Fund	232,879	275,383	255,185	
246	LoCIP Fund	0	121,762	122,316	
225	Solid Waste Sanitation Fund	429,498	446,470	462,860	✓
255	Local Assistance Fund	61,894	88,876	107,463	
269	Open Space Fund	70,526	90,818	114,698	
254	Police Community Edu Fund	22,874	22,874	22,974	
256	Police Forfeited Property Fund	151	157	164	✓
259	Youth Service Bureau Fund	344,918	318,681	299,418	
243	Sewer Utility Fund	978,422	824,637	902,016	
268	Police Dept. Grant Fund	6,952	6,952	6,952	
272	Education Quality & Diversity Fund	164,484	95,335	211,803	
Liab	BOE Severance	132,240	0	0	
227	Contractors PD Fund	384,226	485,082	448,885	
223	GPL Gift Fund	53,948	55,954	80,116	
251	Park & Recreation Fund	486,778	560,297	432,411	
277	Dog Park Fund	32,652	35,415	40,241	
242	Granby Historic Doc & Preservation Fund	42,753	45,225	38,082	
224	Emergency Management Fund	11,211	17,364	22,793	
290	Small Cities - Housing Rehab	254,302	326,565	339,782	✓
233	Sewer Assessment Fund	299,183	399,080	304,113	✓
726	Universal Cemetery Fund	14,158	14,743	15,361	✓
734	Cossitt Library Fund	4,308	4,483	4,671	✓
320	Holcomb Farm Fund	0	554,400	620,785	Investment
		4,325,343	5,088,856	5,171,453	

**BOE Funds:**

	Public Schools	63,491	52,210	42,145	BOE Bank Acct
	Cafeteria	215,307	241,890	250,305	BOE Bank Acct
	Federal & State Educational Grants	(12,767)	2,469	2,466	BOE Bank Acct
	Student Activity	294,340	291,171	302,065	BOE Bank Acct
	Scholarship	55,173	40,648	64,878	BOE Bank Acct
		615,544	628,388	661,859	
			4,940,887	5,717,244	5,833,312

**Capital Project Funds:**

237	Capital Equipment/Improvement Fund	608,586	1,302,068	2,762,945	✓
238	Capital Nonrecurring Exp. Fund	315,962	522,342	544,099	✓
280	ARPA Fund	80,847	172,653	59,230	✓
380	Emergency Communication Fund	0	0	2,320,745	
610	\$11.4M Capital Projects	196,645	196,645	196,645	
615	School Security Project Fund	56,849	56,849	56,849	
620	\$25.031M Capital Projects	(1,630,365)	(2,172,296)	(1,924,481)	✓
		(371,476)	78,261	4,016,032	

**Major General Funds:**

001	General Fund	12,040,239	14,926,141	11,823,198	✓
261	Revaluation Fund	48,547	32,297	33,555	✓
263	Non-Lapsing Education Fund	0	35,270	165,270	BOE Bank Acct
		12,088,786	14,993,708	12,022,023	

**Proprietary & Fiduciary Funds:**

720	Granby Employee Benefit Fund	287,854	294,056	1,581,903	✓
800	Pension Fund	21,512,289	23,464,212	25,430,187	Investment
810	OPEB Fund	5,404,688	6,067,735	6,676,685	Investment



## TOWN OF GRANBY

### MEMORANDUM

DATE: October 15, 2025

**TO:** The Granby Board of Selectmen  
The Granby Board of Finance

**FROM:** Kimi Cheng, Director of Finance

**REGARDING:** September 2025 Budget Operations Report

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#### Highlights for Revenues:

As of 9/30/25, the total tax collection was consistent with the prior years at 56% (vs. 56% last year).

As of 10/10/25, the daily rate for STIF was 4.20%, or a 7-day yield was 4.20%. It was a 0.23% decrease from the prior month. In September, interest earned from the STIF account was approximately \$83.6K.

Received \$29,895 from the CIRMA members' equity distribution program as a result of CIRMA's continued financial successes.

#### Highlights for Expenditures:

As of 9/30/25, the total general fund expenditure was consistent with the last fiscal year at 43% (vs. 44% last year).

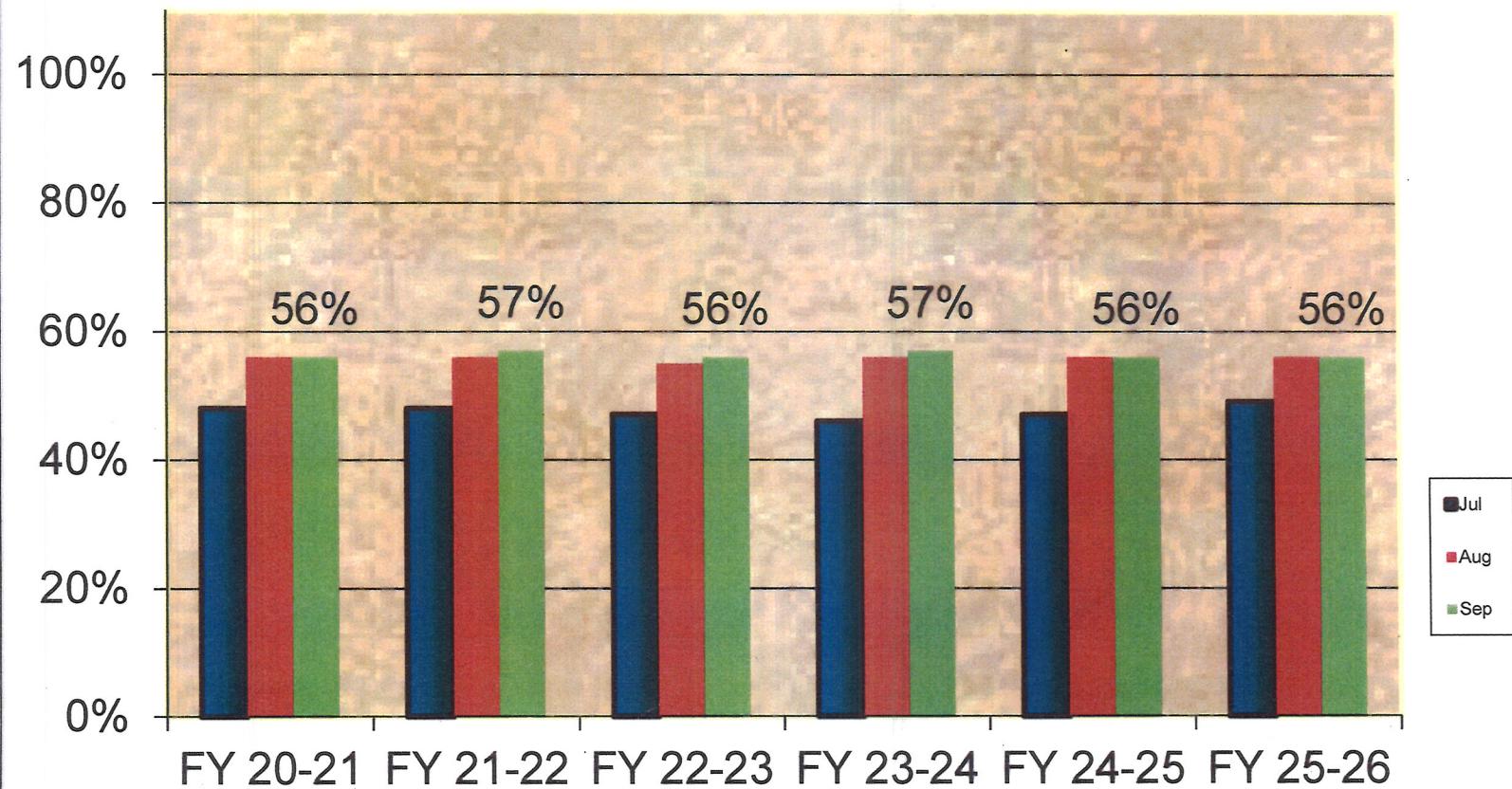
As of September 30, 2025, the Public Works Department's overtime expense totaled **\$12,224.52**, compared to **\$10,953.56** for the same period last year. One contributing factor to this increase is that the new supervisors—who are all non-exempt employees—have been investing additional hours to fulfill the responsibilities associated with their new supervisory roles.

As of September 30, 2025, the Police Department's overtime expense totaled **\$62,687.45**, compared to **\$44,651.95** for the same period last year. The increase is primarily due to two officers being out on injury leave, one unfilled vacancy, and a new officer currently attending the police academy, resulting in approximately two hours of overtime daily. Additionally, all officers were required to complete training hours related to the change in equipment.



**BUDGET OPERATIONS  
SEPTEMBER 2025**

## CURRENT YEAR TAX COLLECTION DATA



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

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D		
					Sept 24 % REC'D	Aug 25 % REC'D
41010 Current Year Taxes	46,056,383	26,005,351	20,051,032	56%	Pymts. Due - July & Jan.	56% 56%
41020 Prior Years Taxes	210,000	73,457	136,543	35%		49% 28%
41040 Interest & Liens	130,000	42,467	87,533	33%		29% 19%
41060 Auto Supplement	400,000	12,447	387,553	3%	Billed - December	3% 3%
<b>Property Taxes</b>	<b>46,796,383</b>	<b>26,133,722</b>	<b>20,662,661</b>	<b>56%</b>		<b>56% 55%</b>
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%
<b>State Education Total</b>	<b>7,680,479</b>	<b>0</b>	<b>7,680,479</b>	<b>0%</b>		<b>0% 0%</b>
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% 1%
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.	100% 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 100%
<b>State Municipal Total</b>	<b>161,660</b>	<b>96,276</b>	<b>65,384</b>	<b>60%</b>		<b>20% 60%</b>
<b>Intergovernmental Revenue</b>	<b>7,842,139</b>	<b>96,276</b>	<b>7,745,863</b>	<b>1%</b>		<b>0% 1%</b>
43615 Town Clerk Fees	220,000	87,381	132,619	40%	Statutory Collections	41% 25%
43620 Planning & Zoning	3,000	1,212	1,788	40%	Application Permit Fees	34% 13%
43630 Zoning Bd of Appeals	1,010	808	202	80%	Application Permit Fees	100% 40%
43640 Building Permits	150,000	100,893	49,107	67%	Building Permit Fees.	70% 34%
43660 Inland Wetlands	4,000	890	3,110	22%	Permit/App. Fees	11% 11%
43670 Short Term Investments	414,500	253,975	160,525	61%		129% 33%

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

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	Sept 24		Aug 25	
					REMARKS	% REC'D	% REC'D	
43680 Rents	18,800	3,500	15,300	19%	Drummer/GLT/Farmhouse/Acreage/School Rental	17%	12%	
43700 Snow Plow & Grading	11,000	0	11,000	0%	Private Roads	0%	0%	
43710 Photocopying	100	64	37	64%		50%	51%	
43715 Open Farm Day	2,500	1,000	1,500	40%		50%	40%	
43740 Dispatch Services	16,580	16,580	0	100%	Police Bill For Dispatch Services	100%	100%	
43745 Hay Rentals	39,613	19,514	20,100	49%	Northern Valley Farms	0%	0%	
43760 Library	3,000	907	2,093	30%	Book Fines, Trust Investment	36%	22%	
43770 Contract - Bldg. Inspection	14,000	3,500	10,500	25%	Bldg. Dept. Bills Qtrly For Services	25%	0%	
43790 Driveway Permits	1,000	500	500	50%	New Const. Activity	25%	15%	
43800 Police Photo/Lic/Permits	11,000	2,290	8,711	21%		30%	8%	
43840 Returned Check Fee	100	0	100	0%		45%	0%	
43990 Pay For Participation	42,000	0	42,000	0%	Received from BOE	0%	0%	
					CIRMA WC check \$13.1K; Intern donation \$3K; PEGPETIA Def Rev \$7.3K; PD Extra Duty Rev			
46038 Miscellaneous	43,000	61,811	(18,811)	144%	\$5.9K; CIRMA member equity \$29.9K	91%	71%	
46240 Communication Fees	44,988	14,247	30,741	32%		26%	21%	
<b>Local Departmental Revenues Total</b>	<b>1,040,191</b>	<b>569,070</b>	<b>471,121</b>	<b>55%</b>		<b>65%</b>	<b>29%</b>	
43950 Transfer-in Fund Bal.	2,185,000	2,185,000	0	100%		100%	100%	
43955 Additional Appropriations	0	0	0	0%		71%	0%	
<b>Transfers In Total</b>	<b>2,185,000</b>	<b>2,185,000</b>	<b>0</b>	<b>100%</b>		<b>71%</b>	<b>100%</b>	
<b>Local Dept. Rev. &amp; Transfer In Total</b>	<b>3,225,191</b>	<b>2,754,070</b>	<b>471,121</b>	<b>85%</b>		<b>70%</b>	<b>77%</b>	
<b>General Fund Revenues</b>	<b>57,863,713</b>	<b>28,984,069</b>	<b>28,879,644</b>	<b>50%</b>		<b>50%</b>	<b>49%</b>	

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

ACCT. #	DESCRIPTION	ADJUSTED			UNENCUMBERED		REMARKS	Sept 24	Aug 25
		BUDGET	EXPENSED	ENCUMBERED	ALLOTMENT	% EXP.		% REC'D	% REC'D
1001	General Administration	383,572	82,755	283,120	17,697	95%		91%	95%
1003	Legal Services	40,000	14,420	17,580	8,000	80%		104%	64%
1005	Fringe Benefits	3,180,161	2,467,964	93,618	618,578	81%		82%	78%
1007	Town Clerk Operations	179,543	30,393	123,086	26,064	85%		90%	74%
1009	Probate	5,953	5,953	0	0	100%		104%	100%
1011	Contingency & Reserve	82,500	1,278	11,306	69,916	15%		9%	15%
1013	Election Services	79,852	10,765	3,902	65,185	18%		47%	9%
1015	Boards, Reg. Prog, & Staff Dev.	64,319	41,935	10,290	12,093	81%		73%	77%
1017	Revenue Collections	148,938	38,996	102,575	7,366	95%		85%	95%
1019	Property Assessment	231,183	59,315	149,217	22,650	90%		92%	90%
1021	Finance Management	419,456	119,731	265,068	34,657	92%		92%	89%
1023	Insurance	346,733	125,807	199,186	21,740	94%		92%	94%
1031	Community Development	155,629	34,235	112,299	9,094	94%		96%	94%
1033	Human Resources	135,821	23,448	66,236	46,137	66%		81%	66%
1035	Technology	214,712	35,833	71,942	106,937	50%		97%	49%
	<b>General Government</b>	<b>5,668,372</b>	<b>3,092,830</b>	<b>1,509,426</b>	<b>1,066,116</b>	<b>81%</b>		<b>82%</b>	<b>79%</b>
2001	Building Inspection	187,383	38,132	144,588	4,663	98%		92%	97%
2003	Fire Prevention	421,702	10,200	405,193	6,309	99%		99%	98%
2005	Emergency Management	13,180	10,750	0	2,430	82%		79%	82%
2007	Health Services	180,625	78,181	102,444	0	100%		100%	100%
2009	Police Dept Administration	418,469	107,726	308,454	2,289	99%		97%	99%
2011	Police Oper. & Communications	2,380,429	485,597	1,421,929	472,903	80%		87%	78%
	<b>Pers. &amp; Prop. Protection</b>	<b>3,601,788</b>	<b>730,586</b>	<b>2,382,608</b>	<b>488,594</b>	<b>86%</b>		<b>91%</b>	<b>85%</b>
3003	General & Equipment Maint.	3,673,481	793,830	2,355,168	524,483	86%		78%	82%
3011	Planning & Engineering	37,150	2,440	34,660	50	100%		58%	100%
	<b>Public Works &amp; Env.</b>	<b>3,710,631</b>	<b>796,270</b>	<b>2,389,828</b>	<b>524,533</b>	<b>86%</b>		<b>78%</b>	<b>82%</b>

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

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED ALLOTMENT	% EXP.	REMARKS	Sept 24 % REC'D	Aug 25 % REC'D
4001	Library Services	698,716	165,433	345,625	187,658	73%		82%	70%
4003	Social-Senior-Youth-Services	427,196	61,811	210,828	154,557	64%		75%	63%
4009	Community Support	2,500	0	0	2,500	0%		0%	0%
	<b>Lib., Rec., &amp; Soc. Services</b>	<b>1,128,412</b>	<b>227,244</b>	<b>556,453</b>	<b>344,715</b>	<b>69%</b>		<b>72%</b>	<b>67%</b>
6001	Capital Improvement	2,605,000	2,110,881	0	494,119	81%		71%	81%
7001	Debt Service	1,731,368	338,809	0	1,392,559	20%	Payable in Jul/Aug & Jan/Feb	21%	20%
	<b>Capital &amp; Debt Service</b>	<b>4,336,368</b>	<b>2,449,690</b>	<b>0</b>	<b>1,886,678</b>	<b>56%</b>		<b>61%</b>	<b>56%</b>
	<b>Town Section</b>	<b>18,445,571</b>	<b>7,296,620</b>	<b>6,838,314</b>	<b>4,310,637</b>	<b>77%</b>		<b>74%</b>	<b>75%</b>
8001	Board of Education	39,418,142	10,920,049	0	28,498,093	28%		26%	21%
	<b>Board of Education</b>	<b>39,418,142</b>	<b>10,920,049</b>	<b>0</b>	<b>28,498,093</b>	<b>28%</b>		<b>26%</b>	<b>21%</b>
	<b>General Fund Expenses</b>	<b>57,863,713</b>	<b>18,216,669</b>	<b>6,838,314</b>	<b>32,808,730</b>	<b>43%</b>		<b>44%</b>	<b>38%</b>

ARPA Report as of 10/14/25					
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				
<b>Total ARPA Grant Received</b>	<b>3,405,503.38</b>				
Allocated Fund	3,612,365.83				
Earned Interest	(206,862.45)				
		Allocated Fund 3,612,365.83	Total spent 3,587,910.97		
			Remaining Unspent 24,454.86		

Row Labels	BOS Approval Date	Sum of Total BOS Approved			Unencumbered Balance	Notes
		Sum of Total Spent	Sum of Remaining	Encumbered		
52656.GRANT EXPENSES-P&R	Apr 19, 2021	36,114.19	0.00		0.00	✓ Completed
67000.AP Digitization (plus 2 years maintenance)	June 17, 2024	47,013.00	47,013.00		0.00	Contract signed. Implementation stage
67000.Avaya	Feb 5, 2024	8,778.17	8,778.17		0.00	✓ Completed
67000.Budget Digitization (plus 2 years maintenance)	June 17, 2024	46,180.09	46,180.09		0.00	✓ Completed
67000.Folder/Inserter Machine	June 17, 2024	4,930.00	4,930.00		0.00	✓ Completed
67000.GIS System	Apr 3, 2023	10,890.00	10,890.00		0.00	✓ Completed
67000.Municipality Integrated Parcel Mgmt System	Jun 20, 2022	68,478.23	65,194.90	3,283.33	3,083.33	200.00
67000.Plotter	Apr 3, 2023	9,855.50	9,855.50		0.00	✓ Completed
67000.RedNMX System (Fire Inspection Software)	Apr 3, 2023	5,950.00	5,950.00		0.00	✓ Completed
67000.SC Dept Header Page	June 17, 2024	3,819.73	3,819.73		0.00	✓ Completed
67000.SC Main Hall Audio/Visual upgrade	June 17, 2024	87,343.20	87,343.20		0.00	✓ Completed
67000.TH Computer Equipment	June 17, 2024	215,125.14	215,125.14		0.00	✓ Completed
67000.TH Meeting Room Sound System	June 17, 2024	18,984.02	18,984.02		0.00	✓ Completed
67000.VPN	Feb 5, 2024	1,102.00	1,102.00		0.00	✓ Completed
67000.WiFi Access Point and Network	9/6/22 & 12/4/23	217,893.18	217,893.18		0.00	✓ Completed
67000.Axon Fleet Cruiser Cameras	9/6/22 & 5/1/23	59,997.90	59,997.90		0.00	✓ Completed
67000A.NexGen Public Safety Solutions CAD/RMS System	Jun 20, 2022	163,882.95	163,882.95		0.00	✓ Completed
67001.GMHS HVAC	Aug 15, 2022	848,957.00	848,957.00		0.00	✓ Completed
67002.Wells Road HVAC	Aug 15, 2022	286,208.24	286,208.24		0.00	✓ Completed
67003.Communications Upgrades: Website Update	Sept 6, 2022	44,300.00	44,300.00		0.00	✓ Completed
67004.FVHD	Sept 6, 2022	44,449.00	44,449.00		0.00	✓ Completed
67005.Town Hall Complex HVAC	Apr 17, 2023	49,860.00	49,860.00		0.00	✓ Completed
67006.Library Renovation Space Study	Nov 6, 2023	15,181.25	15,181.25		0.00	✓ Completed
67007.AEDs	Dec 4, 2023	12,160.18	12,160.18		0.00	✓ Completed
67008.Emergency Communication System Consultant	Dec 18, 2023	19,867.00	19,867.00		0.00	✓ Completed
67009.Drummer Roof Replacement	June 17, 2024	5,093.05	5,093.05		0.00	✓ Completed
67009.GPS for PW equipment plus monitoring	June 17, 2024	49,979.00	49,979.00		0.00	✓ Completed
67009.Mini Sweeper (MS4 compliance assistance)	June 17, 2024	184,492.37	184,492.37		0.00	✓ Completed
67009.PW Electronic Sign Boards (2)	June 17, 2024	30,970.32	30,970.32		0.00	✓ Completed
67009.Snow Plow Replacement	June 17, 2024	13,580.00	13,580.00		0.00	✓ Completed
67010.SBP Basketball Courts Renovation	June 17, 2024	110,752.84	110,752.84		0.00	✓ Completed
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	✓ Completed
67013.PD HQ Improvement	June 17, 2024	114,844.90	114,844.90		0.00	✓ Completed
67014.RF Improvement	June 17, 2024	89,040.09	89,040.09		0.00	✓ Completed
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	✓ Completed
67017.Road Repaving	June 17, 2024	28,744.25	28,744.25		0.00	✓ Completed
67018.Tow Behind Trailer/Grass Flail	Oct 21, 2024	39,786.24	39,786.24		0.00	✓ Completed
67019.Wastewater Facilities Plan	Nov 4, 2024	33,400.00	33,400.00		0.00	Contract signed.
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	✓ Completed
67022.Animal Shelter	Sept 16, 2024	27,396.59	27,396.59		0.00	✓ Completed
67023.Contribution to BOE for ARPA IT Projects	Dec 31, 2024	100,000.00	100,000.00		0.00	✓ Completed
<b>Grand Total</b>		<b>3,612,365.83</b>	<b>3,587,910.97</b>	<b>24,454.86</b>	<b>20.00</b>	

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

*stevenson@granbyschools.org*

To: Cheri P. Burke, Superintendent of Schools  
From: Nickie Stevenson, Director of Finance & Operations  
Re: September 2025 Budget Expense Report  
Date: October 7, 2025

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Please find attached the September 2025 budget expense report for this fiscal year encompassing transactions through 9/30/2025.

**Personnel and Program Accounts**

An analysis of both personnel and program accounts indicate that projected expenditures remain on track to be covered within the approved budget. The current negative balance in the custodial and maintenance line is attributable to a temporary leave of absence. This variance is expected to be offset through available funds within other budgeted line items as the fiscal year progresses.

**Special Education**

At this point in time, estimated special education expenditures for FY 2026 remain aligned with the district's spending plan. Outplacement tuition, transportation and purchased services continue to represent significant cost drivers and will be monitored closely throughout the year to ensure continued alignment with budget projections.

**Quality and Diversity Fund (Q&D)**

As reported last month, no revenue has been recorded to date, with expenses increasing as expected. Once the district receives grant funds and tuition revenues are posted, we will start to see a shift in the ending balance, reflecting anticipated revenue-to-expenditure alignment.

**Revenue to the Town**

At this point in time, revenue to the Town for FY 2026 remains favorable at \$2,316,118. No funds have been received and provided to the Town to date.

General Fund

Fiscal Year 2025-2026

**PROGRAM ACCOUNTS**  
**Granby Board of Education FY 2026**  
**September 2025 Budget Expense Report**

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
01	Communications	\$92,889	\$92,889	\$17,773	\$62,182	\$12,935	86.1%
02	Conference & Travel	\$53,994	\$53,994	\$8,436	\$4,419	\$41,139	23.8%
03	Dues and Fees	\$40,012	\$40,012	\$33,223	\$449	\$6,340	84.2%
04	Equipment	\$9,500	\$9,500	\$204	\$0	\$9,296	2.1%
05	Legal Services/Insurance	\$160,470	\$160,470	\$49,950	\$100,309	\$10,211	93.6%
06	Library/Media	\$60,581	\$60,581	\$16,679	\$13,319	\$30,583	49.5%
07	Purchased Services	\$1,212,475	\$1,212,475	\$189,810	\$912,284	\$110,380	90.9%
08	Repairs & Maintenance	\$568,244	\$568,244	\$152,727	\$357,624	\$57,893	89.8%
09	Software	\$500,305	\$500,305	\$304,868	\$116,840	\$78,597	84.3%
10	Special Education	\$4,314,930	\$4,314,930	\$856,624	\$3,139,354	\$318,952	92.6%
11	Student Activities/Athletics	\$415,776	\$415,776	\$26,718	\$132,421	\$256,637	38.3%
12	Supplies	\$579,012	\$579,012	\$202,678	\$165,220	\$211,113	63.5%
13	Textbooks	\$112,880	\$112,880	\$26,334	\$6,845	\$79,702	29.4%
14	Transportation	\$1,232,920	\$1,232,920	\$104,612	\$1,073,824	\$54,484	95.6%
15	Tuition	\$11,317	\$11,317	\$0	\$0	\$11,317	0.0%
16	Utilities	\$852,044	\$852,044	\$162,785	\$612,985	\$76,274	91.0%
17	Unallocated Appropriation	\$0	\$0	\$0	\$0	\$0	
	<b>Program</b>	<b>\$10,217,348</b>	<b>\$10,217,348</b>	<b>\$2,163,421</b>	<b>\$6,698,074</b>	<b>\$1,365,853</b>	<b>86.6%</b>

**PERSONNEL ACCOUNTS**  
**Granby Board of Education FY 2026**  
**September 2025 Budget Expense Report**

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
18	Administration	\$1,692,632	\$1,725,960	\$406,844	\$1,319,116	\$0	100.0%
19	Central Office	\$598,191	\$578,759	\$111,332	\$466,422	\$1,005	99.8%
20	Certified Staff	\$11,870,327	\$11,943,327	\$1,427,617	\$10,515,301	\$410	100.0%
21	Custodial and Maintenance	\$1,533,303	\$1,533,303	\$330,620	\$1,224,664	-\$21,981	101.4%
22	School Secretaries	\$706,231	\$725,663	\$132,890	\$592,773	\$0	100.0%
23	Special Education	\$4,819,753	\$4,712,624	\$509,731	\$4,117,745	\$85,148	98.2%
24	Student Activities/Athletics	\$574,117	\$574,117	\$22,203	\$543,707	\$8,207	98.6%
25	Teaching Assistants	\$445,622	\$445,622	\$34,722	\$403,174	\$7,725	98.3%
26	Technology Support Services	\$274,096	\$274,896	\$92,648	\$182,249	\$0	100.0%
27	Tutors	\$35,589	\$35,589	\$1,927	\$33,662	\$0	100.0%
28	Employee Benefits	\$6,650,933	\$6,650,933	\$1,188,998	\$5,311,592	\$150,344	97.7%
29	Unallocated Appropriation	\$0	\$0	\$0	\$0	\$0	
	Personnel	\$29,200,794	\$29,200,794	\$4,259,532	\$24,710,404	\$230,859	99.2%
	100 General Fund	\$39,418,142	\$39,418,142	\$6,412,953	\$31,408,478	\$1,596,712	95.9%

**SPECIAL EDUCATION ACCOUNT DETAIL**  
**Granby Board of Education FY 2026**  
**September 2025 Budget Expense Report**

Row #	Description	Budget	Adjusted Budget	YTD Expended	Encumbered	Balance	Combined % Expended and Encumbered
01	Administrative/Certified	\$2,296,877	\$2,274,877	\$288,596	\$1,985,360	\$921	100.0%
02	Secretaries	\$110,692	\$110,692	\$22,816	\$87,876	\$0	100.0%
03	Support Services	\$519,932	\$519,932	\$54,707	\$442,279	\$22,945	95.6%
04	Teaching Assistants	\$1,830,695	\$1,779,695	\$141,484	\$1,581,221	\$56,990	96.8%
05	Tutors	\$61,556	\$27,428	\$2,127	\$21,009	\$4,292	84.4%
	<b>TOTAL PERSONNEL</b>	<b>\$4,819,753</b>	<b>\$4,712,624</b>	<b>\$509,731</b>	<b>\$4,117,745</b>	<b>\$85,148</b>	<b>98.2%</b>
06	Communications	\$100	\$100	\$42	\$0	\$58	42.0%
07	Conference & Travel	\$14,125	\$14,125	\$4,649	\$927	\$8,549	39.5%
08	Dues and Fees	\$2,250	\$2,250	\$400	\$400	\$1,450	35.6%
09	Legal Services	\$27,500	\$27,500	\$1,023	\$26,477	\$0	100.0%
10	Purchased Services	\$182,017	\$182,017	\$29,599	\$107,597	\$44,821	75.4%
11	Software	\$9,860	\$9,860	\$4,029	\$4,492	\$1,338	86.4%
12	Supplies/Textbooks	\$51,950	\$51,950	\$17,620	\$3,465	\$30,864	40.6%
13	Transportation	\$1,137,463	\$1,137,463	\$103,890	\$922,152	\$111,421	90.2%
14	Tuition	\$2,889,666	\$2,889,666	\$695,373	\$2,073,843	\$120,451	95.8%
	<b>TOTAL PROGRAM</b>	<b>\$4,314,930</b>	<b>\$4,314,930</b>	<b>\$856,624</b>	<b>\$3,139,354</b>	<b>\$318,952</b>	
	<b>OVERALL TOTAL</b>	<b>\$9,134,683</b>	<b>\$9,027,555</b>	<b>\$1,366,355</b>	<b>\$7,257,099</b>	<b>\$404,100</b>	<b>95.5%</b>