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# Medway Public Schools Community Education FY22 Financial Presentation January 21, 2021

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# Community Education Financial Overview

Medway Community Education is a self-sustaining department of the Medway Public Schools. The department provides year-round learning and enrichment programs to support social, academic and physical growth for children and adults in Medway and surrounding communities.

It is a financially self-sustaining-program revenues pay for the program expenses.

# Community Education Financial Overview

- All spending goes through the bimonthly warrant process-approved by SC.
- All payroll expenses are also part of the bimonthly payroll process-approved by SC.
- Revenues are collected by the Community Ed staff and are routed through the Business Office. The Business Office then ensures funds are correctly deposited with the Town Treasurer's office. Revenue reports from on-line payment (Uni-Pay) are also part of the revenue and deposited by the Business Office.
- Year-End Fund Balances roll forward to the next fiscal year and the whole process starts over.

# Community Education Financial Overview

## What about financial status reports?

### Regular financial reports

Tracking revenues, expenses, salaries, and all encumbrances are provided to the Director of Community Education by the Business Office.

Summary financial reports for all Special Revenue Accounts (including Community Ed) are provided to the SC on a monthly basis by the Business Office.



# Community Education Financial Overview

Within Fund 2551 there are actually **six separate expenditure cost centers** set up in the Town's financial reporting system:

- Community Education Summer
- Community Education Fall
- Community Education Winter
- Community Education Spring
- Community Education Day Care
- Community Education Administration



# Community Education Financial Overview

Community Education Multi-Year Financial Data listing revenues and expenses by cost center has been included in the annual operating budget document for the last several years.



# Community Education Financial Overview

## What is charged?

- Community Education Administrative Staff
- Custodial Overtime
- Supplies
- Professional Development
- Contractual Services
- Equipment
- Community Education Instructors & Vendors
- Day Care Staff
- Postage
- Refunds

# Community Education Financial Overview

## How does the Community Education program help support the operating budget in FY21?

- Natural Gas, Electricity, Trash/Recycling, Water/Sewer, Cleaning (\$37,106 in FY21)
- Business Office & HR Support (\$10,000 in FY21 for payroll, accounts payable, treasury, budget, financial reports, human resources)



# Community Education Financial COVID-19 Update

The COVID-19 Pandemic led to sudden cancellations and increased demand for refunds for spring 2020, Summer 2020 and Day Care revenues.

The decrease in revenue led to for the first time in many years a year end deficit being forecast for CommEd Fund.

In short, \$211,674 in salary expenses were moved from CommEd Revolving Fund to the FY20 General Fund Budget before the close of the fiscal year.

# Community Education Financial COVID-19 Update

That transaction was done with two goals in mind:

- 1) Ensure that Fund 2551 year end fund balance would be positive **AND**;
- 2) Ensure that the Community Ed program could operate over the Summer of 2020 (FY21) and into the fall without financial disruption.

Both goals were accomplished-we were able to create a fund balance of \$171k by the close of FY20 and Community Ed has been able to financially function throughout the summer and fall of 2020.

We will revisit this issue by the close of FY21 to see where things stand going into FY22.

# Community Education Financial COVID-19 Update

The Medway School Committee also approved in June, 2020 recommended “reductions” to help the District deal with systemwide COVID-19 expenses.

## \$127k in Community Ed Expenses:

- A) Program Coordinator position which was created in FY18 to focus on before/after school and summer programs for school-aged children (*On Hold Until Regular Programming Resumes*)
- B) Leaving unfilled the Assistant Community Education Director position (*vacant at that time-still unfilled*).

# Community Education Financial Overview

	<b>Fund Balance</b>
FY14	\$32,117.39
FY15	\$73,659.77
FY16	\$148,254.46
FY17	\$234,495.97
FY18*	\$264,205.59
FY19	\$228,992.75
FY20	\$171,243.39
<b>FY21 (EST)</b>	<b>\$61,659</b>



\*program coordinator position added focusing on before/after school and summer programs for school-aged children.

# Community Education - COVID-19 Impact

## The Good News ~ Business as usual

- After School Flyers – Spring, Fall & Winter
- Brochures – Summer, Fall & Winter
- Day Care – Opened August 31
- In Person Participation
  - Summer Adventures Camp
  - Summer – Indoor & Outdoor programs
  - Fall & Winter at the Farm, Molly's Apothecary

# Community Education - COVID-19 Impact

## The Bad News ~

- Refunds
  - \$70,000 - Summer Adventures Camp
  - \$19,855 - Winter & Summer Programs
- Did not print & mail Brochures to *Medway* residents
  - Relied heavily on social media
  - Virtual Programs – very low interest

# Community Education Financial Overview

FY22 Revenues (All Seasons)	\$347,475
FY22 Revenue (Day Care)	<u>\$721,100</u>
FY22 Total Comm Ed Program Revenue	<b>\$1,068,575</b>
FY22 Estimated Total Program Expenses	\$874,245
FY22 CE General Fund Support Expenses	<u>\$47,317</u>
FY22 Total Community Ed Fund Expenses	<b>\$921,562</b>



# Community Education Financial Overview

## How will we reach our FY22 goals?

- Summer Adventures Camp – registration begins February 1
- Summer – follow same safety protocols as Summer '20 for In Person programs
- Fall, Winter & Spring – optimistic will see a slow & steady increase for all programs/all ages
- Day Care – room for growth





# Community Education Financial Overview

Questions & Comments

