

Pleasanton Unified School District



2020/21 Unaudited Actuals

September 9, 2021
Board of Trustees Meeting

Business Services Memorandum

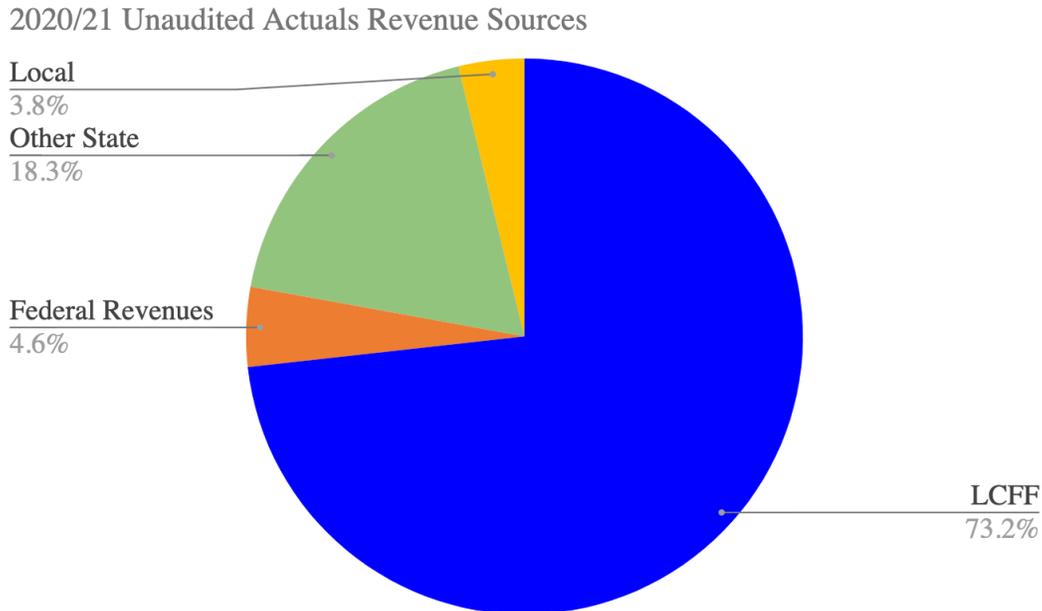
To: Board of Trustees

From: Ahmad Sheikholeslami, Assistant Superintendent of Business Service
Thomas Gray, Executive Director of Fiscal Services

Date: 9/9/2021

Re: 2020/21 Unaudited Actuals

The Unaudited Actuals are presented to update the Board on the final status of the District's actual revenues, expenditures, and fund balance activity for the 2020/21 fiscal year. These include all activities since 2020/21 Estimated Actuals were reported with 2021/22 Adopted Budget at the June 24, 2021 school board meeting. The District ended the fiscal year with a net increase in the ending fund balance of \$7,858,199 primarily as a result of restricted one-time pandemic monies.

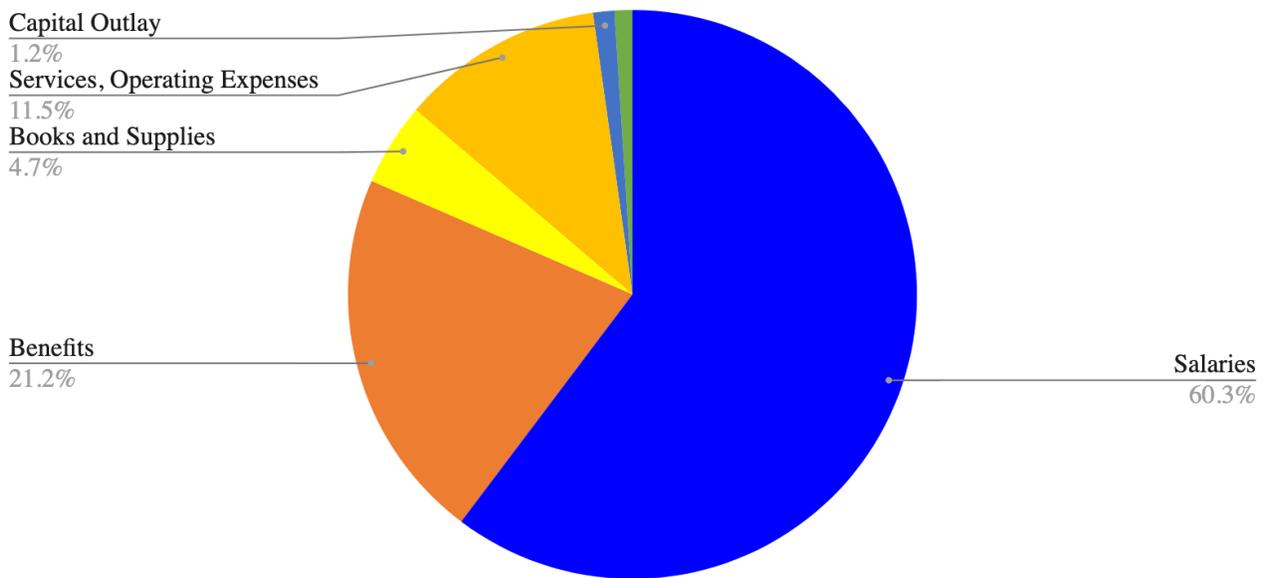


Total revenues for 2020/21 was \$185,538,002 which includes \$11.4M in one-time COVID pandemic-related relief funds and \$9.0M of the State's on-behalf contribution to the STRS pension system. The State's on behalf contribution to STRS are never transferred to the district and there is a corresponding expenditure in the same amount. The District's

LCFF remained flat as the state provided a 0% COLA in 2020/21; however, the funding in Federal and other State funding grew as a result of the various one-time COVID pandemic relief funds. Furthermore, the district's LCFF revenues were held at 2019/20 ADA levels and in turn shielding the district from funding reductions from loss of enrollment in 2020/21 of about 400 students.

Total expenditures for 2020/21 was \$177,916,163. This represents a decrease of 0.5% from the fiscal year 2019/20 which was primarily a result of the COVID impacts with modified operations. The 2020/21 Unaudited Actuals do not include the salary adjustment for 2020/21. The approved CSEA TA for 2020/21 and any costs associated with increased 2020/21 compensation for APT and management will be included in the 2021/22 budget.

2020/21 Unaudited Actuals Expenditures



Summary

The net change in the General Fund Balance since Estimated Actuals is an increase of approximately \$8.4M. The main drivers for the increased end funding balance are additional restricted revenues, and reduction of expenditures in the areas of services/operations, and book/supplies. See detailed variance reports attached. The savings are one-time in nature and not ongoing. Some of the reductions in unrestricted expenditure were a result of the COVID 19 pandemic which reduced

normal expenditures in the area of book/supplies and services/operation. In addition, in some areas expenditures were shifted to one-time pandemic funds where they met the restricted funding guidelines thus reducing the pressure on the unrestricted general fund. With students in remote or hybrid learning, many events, conferences, activities, professional development, and purchases were not needed or done virtually at a lower cost. The district also utilized the learning loss mitigation funds to cover COVID-related leaves/absences, substitute costs, professional development, and training related to the changed teaching and learning environment. These efforts have resulted in significant savings that will allow the district to better manage the fiscal challenges in the coming years.

The largest portion of expenditures is in salaries and benefits at about 81.5% of our expenditures. A review of the variance report shows that salaries and benefits have remained very consistent since the 45 Day Budget Revision. The increase in salaries/benefits since estimated actuals can be mainly contributed to increasing State contribution to the STRS on-behalf. The 2020/21 Unaudited Actual does not include the 2020/21 CSEA TA on compensation increases nor any settlement with APT or management. These costs will be included in the 2021/22 budget which will cover the retroactive payment for the 2020/21 fiscal year. If the costs were recorded in the 2020/21 fiscal year, it would increase the total expenditures and reduce the ending fund balance.

Below is a breakdown of components of the increased ending fund balance from the estimated actuals:

- Revenues (net increase of \$5,002,259):
 - LCFF adjustments for a net increase of \$181,493
 - Reduced Federal revenues -\$684,015
 - Deferred revenue for Title program and sped
 - Increased State revenues in the amount of \$3,312,193
 - Increase in lottery funds
 - ELOG funds
 - Increase State STRS on-behalf
 - Increased local revenues in the amount of \$2,192,588
 - \$1,960,038 restricted local revenue
- Expenditure (net decrease of \$3,387,478):
 - Increase in salaries and benefits: \$2,491,406
 - Reduced Book and Supplies: -\$2,684,581
 - Restricted portion: -\$1,344,069

- Reduced Service and Operations: -\$2,744,506
 - Restricted Portion: -\$1,310,990
- Reduced Capital Outlay: -\$415,482
 - Harvest Park Preschool Playground
- Reduction in other and direct cost increase: -\$34,315

Components of Ending Fund Balance: \$30,445,446

- Non-spendable cash: \$730,271
- Restricted Balances: \$10,036,378
 - ELO Grant: \$3,944,739
 - Routine Maintenance: \$2,305,119
 - Local Site: \$1,887,298
 - Mental Health Services: \$596,880
 - Lottery: \$433,390
 - Student Activity Funds: \$239,477
 - Special Education: \$542,861
 - Medi-Cal Billing Option: \$52,693
 - Classified PD: \$18,255
 - SB 117 COVID Response: \$15,662
- Committed Funds: \$1,486,000
- Assignments: \$8,517,124
 - LCAP: \$1,101,960
 - MAA (Medical Reimbursements): \$562,133
 - Technology Plan: \$415,605
 - Truck Replacement: \$250,000
 - Additional Facilities for TK and Field Improvements: \$4,500,000
- Reserve: \$11,363,098 or 6.39%
 - Economic Uncertainties (3%): \$5,340,484
 - AR 3100: \$1,687,426
 - Unassigned/Unappropriated: \$4,335,188

Key changes and findings between 2019/20 and 2020/21 Fiscal Years

- The total reserve (economic uncertainties, AR 3100 & unappropriated funds) decreased about 1.21% or \$2.44M from 2019/20 level
 - 2019/20: \$13.8M or 7.6% of total expenditures
 - 2020/21: \$11.36M or 6.39% of total expenditures

- Ending fund balance increased from 2019/20: \$7.86M
- Revenue growth from 2019/20: \$10,570,569
 - LCFF Sources funding reduced by about 0.26%
 - -396,056
 - Federal funding increased by 56.45%
 - \$4,849,290
 - Other State funding increased by 22.02%
 - \$7,484,290
 - Local Revenues decreased by 14.94%
 - -1,059,400
- Expenditures change from 2019/20 to 2020/21: -1.05M
 - Salary and Benefit costs decreased by -\$1,601,949
 - Books and Supplies expenditures increased by \$615,945
 - Services and Operations expenditures increased by \$792,191
 - Capital expenditures increased by \$70,589
 - Other Outgoing/Direct/Indirect decreased by -\$781,676

Other Funds

The District has established various other funds for distinct purposes. These funds are used to account for the proceeds of specific revenue sources that are restricted or committed to the expenditure for specified purposes and that compose a substantial portion of the inflows of the fund. These funds can not be used for the general fund expenditures. There are some limited options for interfund borrowing and minimal options to move funds by Board Resolution.

- **Adult Education (Fund 11)**

Adult education had a gain of about \$93K from its ending fund balance from the previous year to \$136,403 as a result of unspent revenues.

- **Cafeteria Special Reserve Fund (Fund 13)**

The cafeteria fund covers Child Nutritional Service. Once the school moved to remote learning CNS was allowed to move into the Seamless Summer program that provided meals to all children in the community with federal reimbursements. The program helped reduce losses and many children in the

community were fed. Staffing levels were maintained. The fund realized a net loss of \$118K for a total ending fund balance of \$983,168. We expect the program to return to a cost-neutral position with increased use and continuation of the federal reimbursement for all students.

- **Deferred Maintenance (Fund 14)**

The district did not contribute to this fund in 2020/21. The fund has an ending balance of \$113,532.

- **Special Reserve for Other than Capital Outlay Projects (Fund 17)**

The funds in Fund 17 help support teacher professional development. The ending fund balance is \$973,093.

- **Non Capital PSEE (Fund 18)**

The monies in the fund are from a grant donated to the district to be spent on the elementary music program. The grant allows an annual \$75K drawdown which supports a portion of a music teacher. The ending fund balance is \$154,787.

- **Other Post Employment Benefits (Fund 20)**

This fund was established in 2019/20 to manage the district's other post-employment benefit obligations. In FY 2020/21 funds were transferred to Fund 71 for Retiree Benefits.

- **Bond Fund (Fund 21)**

Proceeds and expenditures for the Measure I1 bond program are included in this fund. The district spent about \$48.9M on ongoing projects. Staff projects to expenditures to continue as many projects move toward completion and new projects are started. The ending fund balance for this fund is \$78,451,511.

- **Capital Facilities (Fund 25)**

This fund includes revenues from developer fees and allowed expenditures related to facilities needed to house students, construction, debt service, and related expenses. These funds are planned for the new facilities planned or under construction that address student capacity. The ending fund balance is \$5,506,918.

- **Capital Outlay (Fund 40)**

This fund includes monies as part of the district capital improvement projects planned under the district Facility Master Plan. The ending fund balance is \$5,247,200.

- **Capital Sycamore (Fund 41)**

This fund includes monies from the sale of the Sycamore property. Interest earnings from the earnings are transferred for ongoing technology expenditures. The ending fund balance is \$7,238,252.

- **Enterprise Fund (Kids Club/Steam/Horizon) (Fund 63)**

This fund is for the district's various afterschool, preschool, and infant/toddler services. The program is fee-based and serves students and families in the community. Typically the combined programs are cost-neutral or generate positive income, however, as a result of the COVID 19 pandemic, the program provided modified and limited services. Staffing was not reduced in 2020/21. Combined the programs lost about \$1,046,759 for an ending fund balance of \$166,010.

- **Retiree Benefits Fund (Fund 71)**

This fund is for the district's retiree benefits. Funds are held here and with the CERBT Trust. These funds assist in reducing the district's OPEB liability and are not used to pay the district's retiree benefit costs. Over a one-year period, the funds are being deposited into the CalPERS CERBT fund for a great return on investment. The ending balance is \$6,926,941.

Conclusion/Next Steps

While the district's 2020/21 LCFF funding remained flat the overall revenues increased from 2019/20 levels with additional restricted State and Federal funding related to the COVID pandemic. The district was able to shift some costs to the pandemic funds and reduce impacts to the general fund. Additionally, staffing adjustments, reduced substitute cost, and other cost-saving measures reduced expenditures from 2019/20 levels. It is important to reiterate that the unaudited actuals do not include the approved CSEA salary increases nor any increases for APT and management. Those additional costs will be part of the 2021/22 budget.

The total general fund reserves (economic uncertainty, AB 3100, and unappropriated/undesignated) is at 6.39% of total expenditures. This level of reserve will only cover one month of the district's operational costs. This reserve level will be critical to the district for the next two fiscal years when the district expects declining enrollment resulting in reduced revenues and increased salary and benefit costs.

The district has utilized its restricted State and Federal funds in 2020/21 to help make our school safe for students and staff and support the new teaching/learning environments. The district will continue to use the funds to address learning loss, educational needs, and ensure the safety of students and staff.

Looking beyond 2020/21, the district is expected to deficit spend for the next two fiscal years and will need to make further budgetary reductions to align staffing with enrollment or find new revenue sources in order to maintain its current educational programs.

The next step in the budgetary process will be an audit of the 2020/21 financials. An independent auditor will complete their audit in the fall and present their findings in December 2021. A report will be brought to the board in January 2022. Staff will now begin to work on the First Interim Report which will incorporate the unaudited actual ending balances, 45 Day Budget Revision, and adjustments from the actual staffing changes, hiring, and replacements. The First Interim Report will be presented for board review and action at the December 2020 board meeting.

Included in the Unaudited Actuals are the following reports:

- General Fund Variance Summary Reports
- Summary of All Funds
- SACS Financial Report

PLEASANTON UNIFIED SCHOOL DISTRICT
Variance Report - 2020/21

Unrestricted & Restricted General Fund	Original Budget	45-Day Budget	First Interim	Second Interim	Estimated Actuals	Unaudited Actuals	Increase / (Decrease)	Percentage
BEGINNING FUND BALANCE	\$16,750,861	\$16,751,041	\$22,659,006	\$22,659,006	\$22,587,247	\$22,587,247	\$ 0	0.00%
REVENUE								
LCFF Sources/Property Taxes	124,695,669	135,494,449	135,397,690	135,454,753	135,685,332	135,866,825	181,493	0.13%
Federal Revenues (1)	3,146,994	7,947,337	8,561,862	9,502,767	9,275,131	8,591,116	(684,015)	-7.37%
Other State Revenue (2)	25,484,875	26,342,746	26,583,194	27,157,417	30,676,261	33,988,454	3,312,193	10.80%
Other Local Revenue (3)	2,356,855	2,356,855	4,237,057	4,387,775	4,899,018	7,091,606	2,192,588	44.76%
TOTAL REVENUE	\$155,684,393	172,141,387	\$174,779,803	\$176,502,712	\$180,535,742	\$185,538,001	5,002,259	2.77%
EXPENDITURES								
Certificated Salaries	82,206,329	87,673,400	87,884,953	87,448,670	86,532,521	87,308,848	776,327	0.90%
Classified Salaries	20,260,847	20,771,509	21,527,892	20,770,564	20,106,972	19,938,045	(168,927)	-0.84%
Employee Benefits (4)	36,268,775	38,476,042	37,772,506	37,393,143	35,913,420	37,797,425	1,884,005	5.25%
Books and Supplies (5)	4,525,155	6,587,155	13,000,527	12,026,497	11,050,818	8,366,237	(2,684,581)	-24.29%
Services, Operating Expenses (6)	16,939,895	18,498,109	19,089,263	22,070,751	23,290,237	20,545,731	(2,744,506)	-11.78%
Capital Outlay (7)	338,000	338,000	1,670,854	2,388,695	2,565,210	2,149,728	(415,482)	-16.20%
Other Outgo	1,406,102	1,406,102	1,646,102	1,926,556	2,006,849	1,946,158	(60,691)	-3.02%
Direct Support/Indirect Costs	-162,386	-162,386	(162,386)	(162,386)	(162,386)	(136,009)	26,377	-16.24%
TOTAL EXPENDITURES	161,782,717	173,587,931	\$182,429,710	\$183,862,490	\$181,303,641	\$177,916,163	(3,387,478)	-1.87%
OTHER FINANCING SOURCES								
Transfers In	167,930	167,930	254,930	260,750	390,785	336,360	(54,425)	-13.93%
Contributions	-	-	-	-	-	-	-	-
Transfers Out and Other Uses (8)	30,000	1,530,000	1,500,000	500,000	200,000	100,000	(100,000)	-50.00%
INCOME minus EXPENSES & TRANSFERS	(5,960,394)	(2,808,614)	(8,894,977)	(7,599,028)	(577,114)	7,858,198	8,435,312	
ENDING FUND BALANCE	\$10,790,467	\$13,942,427	\$13,764,029	\$15,059,978	\$22,010,133	\$30,445,445	\$8,435,312	38.32%

- 1 Deferred Revenue for Title programs and SPED
- 2 Increase in Lottery, Summer Assistance Program, ELO Grant, State STRS On-behalf
- 3 Increase for accounting for ASB funds and additional donations
- 4 Increase in Benefits from State STRS On-behalf
- 5 Decrease from sites (\$250K), LCAP (\$200K) MMA (\$400K)
- 6 Decrease Utilities (\$660K)
- 7 Decrease from from The HP Playground Project

Designations							
Nonspendable			\$223,215	\$721,116	\$656,972	\$730,271	
Tech Plan			\$0	\$686,000	\$686,000	\$686,000	
Textbooks			\$1,300,000	\$1,300,000	\$1,300,000	\$800,000	
Virtual Academy Program			\$0	\$450,000			
Board Designation AR 3100			\$1,687,426	\$1,687,426	\$1,687,426	\$1,687,426	
Program Designations						\$2,329,698	
Economic Uncertainties			\$5,517,891	\$5,530,875	\$5,445,109	\$5,340,484	
Restricted Fund			\$2,356,779	\$2,627,174	6,639,843	10,036,378	
Undesignated	\$10,790,467	\$13,942,427	\$2,678,717	\$2,057,387	\$5,594,783	\$8,835,189	

Unrestricted General Fund - 2020/21	Original Budget	45-Day Budget	First Interim	Second Interim	Estimated Actuals	Unaudited Actuals	Increase / (Decrease)	Percentage
BEGINNING FUND BALANCE	14,438,832	14,438,832	17,290,973	17,290,973	17,219,218	17,219,218	-	0.00%
REVENUE								
LCFF Sources/Property Taxes	123,840,413	134,639,193	134,542,434	134,599,497	134,698,931	134,873,118	174,187	0.13%
Federal Revenues	-	-	-	-	-	-	-	-
Other State Revenue	5,903,900	5,903,900	5,922,659	5,920,842	5,920,842	6,562,537	641,695	10.84%
Other Local Revenue	1,007,087	1,007,087	2,290,154	2,306,121	2,600,042	2,832,592	232,550	8.94%
TOTAL REVENUE	130,751,400	141,550,180	142,755,247	142,826,460	143,219,815	144,268,247	1,048,432	0.73%
EXPENDITURES								
Certificated Salaries	67,378,880	71,845,951	72,541,824	72,779,888	71,709,751	72,076,550	366,799	0.51%
Classified Salaries	11,589,212	11,999,874	12,495,113	12,421,434	11,623,834	11,433,929	(189,905)	-1.63%
Employee Benefits	20,779,913	22,737,180	22,048,115	22,198,734	21,868,771	21,720,292	(148,479)	-0.68%
Books and Supplies	2,984,686	2,071,686	4,193,758	3,436,364	3,150,369	1,809,857	(1,340,512)	-42.55%
Services, Operating Expenses	10,777,374	10,702,374	11,454,655	11,642,640	11,428,774	9,995,258	(1,433,516)	-12.54%
Capital Outlay	91,000	91,000	1,290,280	1,296,502	1,290,834	1,233,061	(57,773)	-4.48%
Other Outgo	1,313,102	1,313,102	1,313,102	1,315,180	1,315,180	1,314,201	(979)	-0.07%
Transfers of Indirect Costs	(1,406,716)	(1,406,716)	(1,494,443)	(1,504,516)	(1,494,481)	(1,615,547)	(121,066)	8.10%
TOTAL EXPENDITURES	113,507,451	119,354,451	123,842,404	123,586,226	120,893,032	117,967,602	(2,925,430)	-2.42%
OTHER FINANCING SOURCES								
Transfers In/Out	167,930	167,930	254,930	260,750	390,785	336,360	(54,425)	-13.93%
Other Sources/Uses			-	-			-	-
Contributions	(23,306,477)	(23,306,477)	(23,551,497)	(23,859,153)	(24,366,491)	(23,347,155)	1,019,336	-4.18%
Categorical Programs							-	-
Special Education	(18,452,095)	(18,452,095)	(18,452,095)	(18,755,055)	(19,262,393)	(18,509,420)	752,973	-4.01%
Restricted Routine Repair	(4,854,382)	(4,854,382)	(5,099,402)	(5,104,098)	(5,104,098)	(4,837,735)	266,363	-5.22%
Transfers Out and Other Uses	30,000	1,530,000	1,500,000	500,000	200,000	100,000	(100,000)	-50.00%
TOTAL - OTHER FINANCING	(23,168,547)	(24,668,547)	(24,796,567)	(24,098,403)	(24,175,706)	(23,110,795)	1,064,911	-4.40%
INCOME minus EXPENSES & TRANSFERS	(5,924,598)	(2,472,818)	(5,883,724)	(4,858,169)	(1,848,923)	3,189,850	5,038,773	-272.52%
ENDING FUND BALANCE	8,514,234	11,966,014	11,407,249	12,432,804	15,370,295	20,409,068	5,038,773	32.78%

Restricted General Fund - 2020/21	Original Budget	45-Day Budget	First Interim	Second Interim	Estimated Actuals	Unaudited Actuals	Increase / (Decrease)	Percentage
BEGINNING FUND BALANCE	\$2,312,029	\$2,312,209	\$5,368,033	\$5,368,033	\$5,368,033	\$5,368,029	-	0.00%
REVENUE								
LCFF Sources/Property Taxes	855,256	855,256	855,256	855,256	986,401	993,707	7,306	0.74%
Federal Revenues	3,146,994	7,947,337	8,561,862	9,502,767	9,275,131	8,591,116	(684,015)	-7.37%
Other State Revenue	19,580,975	20,438,846	20,660,535	21,236,575	24,755,419	27,425,917	2,670,498	10.79%
Other Local Revenue	1,349,768	1,349,768	1,946,903	2,081,654	2,298,976	4,259,014	1,960,038	85.26%
TOTAL REVENUE	24,932,993	30,591,207	32,024,556	33,676,252	37,315,927	41,269,754	3,953,827	10.60%
EXPENDITURES								
Certificated Salaries	14,827,449	15,827,449	15,343,129	14,668,782	14,822,770	15,232,298	409,528	2.76%
Classified Salaries	8,671,635	8,771,635	9,032,779	8,349,130	8,483,138	8,504,116	20,978	0.25%
Employee Benefits	15,488,862	15,738,862	15,724,391	15,194,409	14,044,649	16,077,134	2,032,485	14.47%
Books and Supplies	1,540,469	4,515,469	8,806,769	8,590,133	7,900,449	6,556,380	(1,344,069)	-17.01%
Services, Operating Expenses	6,162,521	7,795,735	7,634,608	10,428,111	11,861,463	10,550,473	(1,310,990)	-11.05%
Capital Outlay	247,000	247,000	380,574	1,092,193	1,274,376	916,666	(357,710)	-28.07%
Other Outgo	93,000	93,000	333,000	611,376	691,669	631,957	(59,712)	-8.63%
Direct Support/Indirect Costs	1,244,330	1,244,330	1,332,057	1,342,130	1,332,095	1,479,538	147,443	11.07%
TOTAL EXPENDITURES	48,275,266	54,233,480	58,587,307	60,276,264	60,410,609	59,948,562	(462,047)	-0.76%
OTHER FINANCING SOURCES								
Transfers In			-				-	
Contributions	23,306,477	23,306,477	23,551,497	23,859,153	24,366,491	23,347,155	(1,019,336)	-4.18%
Categorical Programs*								
Special Education	18,452,095	18,452,095	18,452,095	18,755,055	19,262,393	18,509,420	(752,973)	-3.91%
Restricted Routine Repair	4,854,382	4,854,382	5,099,402	5,104,098	5,104,098	4,837,735	(266,363)	-5.22%
Transfers Out and Other Uses	-		-				-	
INCOME minus EXPENSES & TRANSFERS	(35,796)	(335,796)	(3,011,254)	(2,740,859)	1,271,809	4,668,348	3,396,539	267.06%
ENDING FUND BALANCE	2,276,233	1,976,413	2,356,779	2,627,174	6,639,842	10,036,378	3,396,536	51.15%

**Pleasanton Unified School District
FY 20/21 Unaudited Actuals**

Special Revenue Funds	Adult Ed Fund 11	Cafeteria Fund 13	Enterprise Fund 63
BEGINNING FUND BALANCE	\$136,403	\$1,101,641	\$1,212,770
Revenue	\$945,567	\$3,035,378	\$2,601,068
Expenditures	\$870,477	\$3,153,849	\$3,729,526
Revenue Over (under) Expenses	75,090	(118,472)	(1,128,458)
Transfers In (Out)	\$18,302	\$0	81,698
ENDING FUND BALANCE	\$229,794	\$983,169	\$166,011

Special Reserve Funds	Non-Capital Fund 17	Non-Capital PSEE Fund 17	OPEB Fund 71	Capital Fund 40
BEGINNING FUND BALANCE	\$ 1,150,433	\$ 227,027	\$ -	\$ 5,271,332
Revenue	\$13,535	\$2,761	\$72,929	\$173,701
Expenditures				\$203,671
Revenue Over (under) Expenses	\$13,535	\$2,761	\$6,854,012	-\$29,970
Transfers In (Out)	-\$190,875	\$ (75,000)		
ENDING FUND BALANCE	\$973,093	\$154,788	\$6,854,012	\$5,241,362

Capital Outlay Funds	Capital Sycamore Fund 40	Deferred Maintenance Fund 14	Measure II Fund 21	Capital Facilities Fund 25
BEGINNING FUND BALANCE	\$ 7,238,253	\$169,894	\$125,984,379	\$4,719,758
Revenue	\$40,961	\$1,198	\$1,350,418	\$1,051,732
Expenditures	\$0	\$57,560	\$48,955,041	\$235,047
Revenue Over (under) Expenses	\$40,961	(56,362)	(47,604,623)	816,685
Transfers In (Out)	\$ (40,961)	\$0	\$0	(29,524)
ENDING FUND BALANCE	\$7,238,253	\$113,533	\$78,379,756	\$5,506,918