



HOW TO ESTIMATE RESERVE FOR CONTINGENCIES / UNASSIGNED FUND BALANCE

TUESDAY, OCTOBER 22, 2019

KEEP LEDGER CLEANED UP

- To be able to keep a handle on where your county currently is with Reserve for Contingencies, the ledger must be kept as clean as possible.
 - You can't effectively determine where a county is financially with negative budget lines all over the general ledger.
- Post budget transfers monthly, preferably at the end of each month before you close the month for the final time.
- Payroll is the biggest item in the general fund, make sure to post a budget transfer at the end of the month to true up the payroll budget lines.
 - I do a download from WVEIS, run the accounts through Pivot Tables in Excel to get to a budget entry to post, [2019-09-26 Payroll Budget Transfer.xlsm](#) , [WVEIS Payroll Accounts Download Report Set-Up](#)
 - If you want help using this file, please contact me, it will save you time.

KEEP LEDGER CLEANED UP (CONTD.)

- **Don't forget about budget transfers in your revenue accounts:**
 - **Tax revenue accounts – 011XX**
 - **Child Nutrition revenue accounts**
 - **Once a quarter, run a GNL.570 of all projects 01000 – 99999, object code 009, to look for:**
 - **Balances in revenues accounts that might be a mistake**
 - **Additional revenue that has been received that is over and above the current budget that needs to be budget supplemented into the budget.**
 - **This is also necessary to be able to determine where the county is financially.**

KEEP LEDGER CLEANED UP (CONTD.)

- Budget supplement revenues that are above current budget monthly for funds 1X.
 - Either use to fill negative budget expenditure lines, or
 - Post to Reserve for Contingencies, 1X..76321.842
 - I do this at the end of each month:
 - 1st: Run detailed TRANSACTION ACTIVITY REPORT for Miscellaneous Revenues:

```
10/04/19  FY 20          BARBOUR COUNTY SCHOOLS          10:56:38  D02001L02A
FMS          Transaction Activity Report Writer          Ref: GNL.560P.11
Report ID:   MISC REVENUE
Report Title: MISCELLANEOUS REVENUE REPORT
Summarize:   Closed, Open, Both, Neither? (C/O/B/N): N
Include Beginning balances? (Y/N): Y
Report Sequence Logic:
Element Name      New  Print  Offset  Select: From or
(defines sequence) Page Total From To   Only To
1. FUND           N    Y     1    2    1?
2. PROJECT        N    Y     1    5    00??
3. PROGRAM/FUNCTION N    Y     1    5    01491 01999
4. OBJECT         N    Y     1    3    009
5. LOCATION       N    N     0    0
6. COST CENTER   N    N     0    0
7. SUBJECT       N    N     0    0
8. EXPANSION     N    N     0    0
9.
10.
```

- Look for revenue received that is above the current budget.
- 2nd: Run a CASH RECEIPTS LISTING, CRS.510, report and review for any additional revenue that may need budget supplemented that may not be on above transaction activity report.
- [BJE 03107, dated 3/31/19](#), to budget supplement additional revenues.

KEEP LEDGER CLEANED UP (CONTD.)

- A process that I have find that also helps with being able to maintain a tight control on the financial well being of a county is to:
 - Always supplement additional revenues to the Reserve for Contingencies account, 1X..76321.842, instead of directly filling holes.
 - Then doing budget transfers from the Reserve for Contingencies account to fill holes in the budget.
 - This will allow you to concisely see, in one place, the Reserve for Contingencies account activity, everything that has required additional funding that wasn't in the original budget.
 - This is very helpful:
 - At year-end when you are needing to prove a point to your superintendent and board to show all the additional projects that were funded and where all the money went. It will give you an easy listing. We will look at an example shortly.
 - In the spring, when you are working on the budget for the following year and need to estimate the beginning Reserve for Contingencies/Unassigned Fund Balance. Will we also look at an example of this shortly.

ESTIMATING RESERVE FOR CONTINGENCIES

- At the end of each month, I estimate and review the Reserve for Contingencies account for each fund.**
- I don't provide this to our superintendent or board.**
- I use it to continually monitor the projected Reserve for Contingencies balances.**
- I have a schedule in the Excel file I use for the monthly financial reports to our board. I find the monthly financial report template on the Zoom website is not very effective in maintaining a tight control on the financial well being of a county.**
- The next slide is a screen shot of how I estimate the projected Reserve for Contingencies for each fund at the end of each month.**

Barbour County Board of Education
 Monthly Financial Report
 Estimated Reserve for Contingencies
 March 31, 2019

	General Current Expense Funds						Debt Service Funds	Bond Construction Funds	Permanent Improvement Funds	Capital Projects Funds	Special Revenue Funds				
	County	Excess Levy	Multi-County Vocational Center	Regional Education Service Agency	Trust/ Agency	Totals					County	Feed to Achieve	Multi- County Vocational Center	Regional Education Service Agency	Totals
Current Reserve for Contingencies Balance	\$ 551,558.94	\$ -	\$ -	\$ -	\$ -	\$ 551,558.94	\$ 16.45	\$ -	\$ 547,596.01	\$ 18,276.87	\$ 377,973.38	\$ -	\$ -	\$ -	\$ 377,973.38
Budget Accounts that have a Projected Possible Surplus (Shortage) Based on Current Rate of Spending / Receipts:															
Payroll Expenditures Surplus (Shortage)	\$ 158,092.02					\$ 158,092.02									\$ -
Legal Expenditures Surplus (Shortage)	\$ 42,658.00					\$ 42,658.00									\$ -
Maintenance Expenditures Surplus (Shortage)	\$ 201,960.00					\$ 201,960.00									\$ -
Transportation Expenditures Surplus (Shortage)	\$ (6,428.00)					\$ (6,428.00)									\$ -
Child Nutrition Expenditures Surplus (Shortage)	\$ 60,568.00					\$ 60,568.00									\$ -
Food Service Local Revenue Surplus (Shortage)	\$ 2,537.00					\$ 2,537.00									\$ -
Food Service Federal Revenue Surplus (Shortage)	\$ 76,041.00					\$ 76,041.00									\$ -
Tax Revenue Surplus (Shortage)						\$ -									\$ -
Projected PEIA Final Allocation Adjustment	\$ (118,137.00)					\$ (118,137.00)									\$ -
Construction Project Surplus (Shortage)	\$ -					\$ -									\$ -
Medicaid Revenue Surplus (Shortage)	\$ -					\$ -									\$ -
CEFP - County Portion						\$ -									\$ -
Restricted/Committed/Assigned	\$ -					\$ -	\$ (16.45)	\$ -		\$ (18,276.87)	\$ (377,973.38)	\$ -	\$ -	\$ -	\$ (377,973.38)
Total Estimated Reserve for Contingencies Balance Based on Current Rate of Spending / Receipts	\$ 968,849.96	\$ -	\$ -	\$ -	\$ -	\$ 968,849.96	\$ -	\$ -	\$ 547,596.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

- The above schedule is linked, double click to open to see larger view.
- This schedule shows a projected Reserve for Contingencies for each fund.
- As you can see, we don't have an excess levy, so having a projected reserve for contingency balance that high shows that we are financially maintaining a tight control on finances.

ESTIMATING RESERVE FOR CONTINGENCIES (contd.)

	<u>County</u>
Current Reserve for Contingencies Balance	\$ 551,558.94
<u>Budget Accounts that have a Projected Possible Surplus (Shortage) Based on Current Rate of Spending / Receipts:</u>	
Payroll Expenditures Surplus (Shortage)	\$ 158,092.02
Legal Expenditures Surplus (Shortage)	\$ 42,658.00
Maintenance Expenditures Surplus (Shortage)	\$ 201,960.00
Transportation Expenditures Surplus (Shortage)	\$ (6,428.00)
Child Nutrition Expenditures Surplus (Shortage)	\$ 60,568.00
Food Service Local Revenue Surplus (Shortage)	\$ 2,537.00
Food Service Federal Revenue Surplus (Shortage)	\$ 76,041.00
Tax Revenue Surplus (Shortage)	
Projected PEIA Final Allocation Adjustment	\$ (118,137.00)
Construction Project Surplus (Shortage)	\$ -
Medicaid Revenue Surplus (Shortage)	\$ -
CEFP - County Portion	
Restricted/Committed/Assigned	\$ -
Total Estimated Reserve for Contingencies Balance Based on Current Rate of Spending / Receipts	\$ 968,849.96

This is the current balance in 11..76321.842

- These are the areas of our county budget that we need to monitor closely.
- Your county may have additional areas that may need monitored.
- We will look at each line separately.

ESTIMATING PAYROLL EXPENDITURES SURPLUS (SHORTAGE)

Barbour County Board of Education

Monthly Financial Report

All Payroll Analysis - Including Substitutes - General Fund

March 31, 2019

Budget		\$ 17,560,663.31
Expenditures	\$ 9,075,552.41	
Estimated Expenditures for Remainder of Fiscal Year	\$ 5,397,865.68	
Remaining Extra Curricular Contracts to be Paid - Estimated	\$ 64,364.54	
Estimated Remaining Substitute Expenditures	\$ 105,759.78	
Estimated Remaining Eye and Dental Expenditures	\$ 58,337.98	
Estimated Remaining Homebound / In School Suspension Expenditures	\$ 9,651.05	
Unfunded Liability for Teachers Retirement System - On Our Behalf	\$ 2,416,737.00	
Estimated Remaining Unemployment Expenditures	\$ 8.93	
Estimated Remaining Board Member Expenditures	\$ 27,086.90	
Estimated Remaining Overtime	\$ 13,501.18	
Estimated Unfilled/Vacant Positions	\$ 225,767.40	
Estimated Remaining Student Teacher Ratio Expenditures	\$ 7,938.44	
Total Estimated Expenditures		\$ 17,402,571.29
Estimated Budget Surplus (Shortfall)		\$ 158,092.02

- Since payroll is such a large part of the budget, projecting the payroll surplus (shortage) is a must to be able to project reserve for contingencies.
- The schedule to the left is built into the Excel monthly financial report file that I use.
 - These amounts are automatically calculated.
- Your county may have other areas of payroll that aren't being encumbered by the WVEIS payroll system that may need taken into consideration.
- I provide this schedule to our board monthly.
- If at any point in time during the year, our estimated payroll surplus is higher than \$150,000, I will budget transfer funds from payroll to reserve for contingencies.
 - People think we have money to burn if they see this number getting too large.

ESTIMATING LEGAL EXPENDITURES SURPLUS (SHORTAGE)

March 31, 2019	County
Current Reserve for Contingencies Balance	\$ 551,558.94
Budget Accounts that have a Projected Possible Surplus (Shortage) Based on Current Rate of Spending / Receipts:	
Payroll Expenditures Surplus (Shortage)	\$ 158,092.02
Legal Expenditures Surplus (Shortage)	\$ 42,658.00
Maintenance Expenditures Surplus (Shortage)	\$ 201,960.00
Transportation Expenditures Surplus (Shortage)	\$ (6,428.00)
Child Nutrition Expenditures Surplus (Shortage)	\$ 60,568.00
Food Service Local Revenue Surplus (Shortage)	\$ 2,537.00
Food Service Federal Revenue Surplus (Shortage)	\$ 76,041.00
Tax Revenue Surplus (Shortage)	
Projected PEIA Final Allocation Adjustment	\$ (118,137.00)
Construction Project Surplus (Shortage)	\$ -
Medicaid Revenue Surplus (Shortage)	\$ -
CEFP - County Portion	
Restricted/Committed/Assigned	\$ -
Total Estimated Reserve for Contingencies Balance Based on Current Rate of Spending / Receipts	\$ 968,849.96

- For this calculation, run a GNL.570, on fund 11, program/function X2318, object codes 300 – 999, [2019-03-31 Legal Services WVEIS Report](#)
- The formula is, $=\text{ROUND}(50000 - 5200.25/8.5 * 12, 0)$, or
- $=\text{ROUND}(\text{current year budget} - \text{current year expenditures} / \text{number of months of invoices paid [typically } \frac{1}{2} \text{ month behind on paying invoices]} \times \text{number of months invoices are paid in a year}, 0 \text{ [to round to a whole number]})$

ESTIMATING MAINTENANCE EXPENDITURES SURPLUS (SHORTAGE)

March 31, 2019	County
Current Reserve for Contingencies Balance	\$ 551,558.94
Budget Accounts that have a Projected Possible Surplus (Shortage) Based on Current Rate of Spending / Receipts:	
Payroll Expenditures Surplus (Shortage)	\$ 158,092.02
Legal Expenditures Surplus (Shortage)	\$ 42,658.00
Maintenance Expenditures Surplus (Shortage)	\$ 201,960.00
Transportation Expenditures Surplus (Shortage)	\$ (6,428.00)
Child Nutrition Expenditures Surplus (Shortage)	\$ 60,568.00
Food Service Local Revenue Surplus (Shortage)	\$ 2,537.00
Food Service Federal Revenue Surplus (Shortage)	\$ 76,041.00
Tax Revenue Surplus (Shortage)	
Projected PEIA Final Allocation Adjustment	\$ (118,137.00)
Construction Project Surplus (Shortage)	\$ -
Medicaid Revenue Surplus (Shortage)	\$ -
CEFP - County Portion	
Restricted/Committed/Assigned	\$ -
Total Estimated Reserve for Contingencies Balance Based on Current Rate of Spending / Receipts	\$ 968,849.96

- For this calculation, run a GNL.570, on fund 11, project 00000, object codes 300 – 999, program/function X26XX, object codes 300 – 999, [2019-03-31 Maintenance WVEIS Report](#)
- The formula is, =ROUND(1279975.58-763594.41/8.5*12,0), or
- =ROUND(current year budget – current year expenditures/number of months of invoices paid [*typically ½ month behind on paying invoices*] x number of months invoices are paid in a year, 0 [*to round to a whole number*])

ESTIMATING TRANSPORTATION EXPENDITURES SURPLUS (SHORTAGE)

March 31, 2019	County
Current Reserve for Contingencies Balance	\$ 551,558.94
Budget Accounts that have a Projected Possible Surplus (Shortage) Based on Current Rate of Spending / Receipts:	
Payroll Expenditures Surplus (Shortage)	\$ 158,092.02
Legal Expenditures Surplus (Shortage)	\$ 42,658.00
Maintenance Expenditures Surplus (Shortage)	\$ 201,960.00
Transportation Expenditures Surplus (Shortage)	\$ (6,428.00)
Child Nutrition Expenditures Surplus (Shortage)	\$ 60,568.00
Food Service Local Revenue Surplus (Shortage)	\$ 2,537.00
Food Service Federal Revenue Surplus (Shortage)	\$ 76,041.00
Tax Revenue Surplus (Shortage)	
Projected PEIA Final Allocation Adjustment	\$ (118,137.00)
Construction Project Surplus (Shortage)	\$ -
Medicaid Revenue Surplus (Shortage)	\$ -
CEFP - County Portion	
Restricted/Committed/Assigned	\$ -
Total Estimated Reserve for Contingencies Balance Based on Current Rate of Spending / Receipts	\$ 968,849.96

- For this calculation, run a GNL.570, on fund 11, project 00000, object codes 300 – 999, program/function X27XX, object codes 300 – 999, [2019-03-31 Transportation WVEIS Report](#)
- The formula is, $=\text{ROUND}(509874.34 - 361411.89 / 7 * 10, 0)$, or
- $=\text{ROUND}(\text{current year budget} - \text{current year expenditures} / \text{number of months of invoices paid [typically 1 month behind on paying invoices]} \times \text{number of months invoices are paid in a year}, 0)$ [to round to a whole number]

ESTIMATING CHILD NUTRITION EXPENDITURES SURPLUS (SHORTAGE)

March 31, 2019	County
Current Reserve for Contingencies Balance	\$ 551,558.94
Budget Accounts that have a Projected Possible Surplus (Shortage) Based on Current Rate of Spending / Receipts:	
Payroll Expenditures Surplus (Shortage)	\$ 158,092.02
Legal Expenditures Surplus (Shortage)	\$ 42,658.00
Maintenance Expenditures Surplus (Shortage)	\$ 201,960.00
Transportation Expenditures Surplus (Shortage)	\$ (6,428.00)
Child Nutrition Expenditures Surplus (Shortage)	\$ 60,568.00
Food Service Local Revenue Surplus (Shortage)	\$ 2,537.00
Food Service Federal Revenue Surplus (Shortage)	\$ 76,041.00
Tax Revenue Surplus (Shortage)	
Projected PEIA Final Allocation Adjustment	\$ (118,137.00)
Construction Project Surplus (Shortage)	\$ -
Medicaid Revenue Surplus (Shortage)	\$ -
CEFP - County Portion	
Restricted/Committed/Assigned	\$ -
Total Estimated Reserve for Contingencies Balance Based on Current Rate of Spending / Receipts	\$ 968,849.96

- For this calculation, run a GNL.570, on fund blank, object codes 300 – 999, project 88X10, [2019-03-31 Child Nutrition WVEIS Report](#)
- The formula is, $=\text{ROUND}(732079.68 - 470058.24 / 7 * 10, 0)$, or
- $=\text{ROUND}(\text{current year budget} - \text{current year expenditures} / \text{number of months of invoices paid [typically 1 month behind on paying invoices]} \times \text{number of months invoices are paid in a year}, 0$ [to round to a whole number])

ESTIMATING FOOD SERVICE LOCAL REVENUE SURPLUS (SHORTAGE)

March 31, 2019	County
Current Reserve for Contingencies Balance	\$ 551,558.94
Budget Accounts that have a Projected Possible Surplus (Shortage) Based on Current Rate of Spending / Receipts:	
Payroll Expenditures Surplus (Shortage)	\$ 158,092.02
Legal Expenditures Surplus (Shortage)	\$ 42,658.00
Maintenance Expenditures Surplus (Shortage)	\$ 201,960.00
Transportation Expenditures Surplus (Shortage)	\$ (6,428.00)
Child Nutrition Expenditures Surplus (Shortage)	\$ 60,568.00
Food Service Local Revenue Surplus (Shortage)	\$ 2,537.00
Food Service Federal Revenue Surplus (Shortage)	\$ 76,041.00
Tax Revenue Surplus (Shortage)	
Projected PEIA Final Allocation Adjustment	\$ (118,137.00)
Construction Project Surplus (Shortage)	\$ -
Medicaid Revenue Surplus (Shortage)	\$ -
CEFP - County Portion	
Restricted/Committed/Assigned	\$ -
Total Estimated Reserve for Contingencies Balance Based on Current Rate of Spending / Receipts	\$ 968,849.96

- For this calculation, this is the revenue balances in fund 61, project 88X10, program/function codes 01611 and 01621, object code 009
- The formula is,

$$=ROUND((4267.9+1652.65)-(4267.9+1652.65)/7*10,0)$$
, or
- $$=ROUND(\text{current year budget} - \text{current year revenues}/\text{number of months of revenue received [typically 1 month behind on being paid revenues]} \times \text{number of months revenue collected in a year}, 0)$$

[to round to a whole number]

ESTIMATING FOOD SERVICE FEDERAL REVENUE SURPLUS (SHORTAGE)

March 31, 2019	County
Current Reserve for Contingencies Balance	\$ 551,558.94
Budget Accounts that have a Projected Possible Surplus (Shortage) Based on Current Rate of Spending / Receipts:	
Payroll Expenditures Surplus (Shortage)	\$ 158,092.02
Legal Expenditures Surplus (Shortage)	\$ 42,658.00
Maintenance Expenditures Surplus (Shortage)	\$ 201,960.00
Transportation Expenditures Surplus (Shortage)	\$ (6,428.00)
Child Nutrition Expenditures Surplus (Shortage)	\$ 60,568.00
Food Service Local Revenue Surplus (Shortage)	\$ 2,537.00
Food Service Federal Revenue Surplus (Shortage)	\$ 76,041.00
Tax Revenue Surplus (Shortage)	
Projected PEIA Final Allocation Adjustment	\$ (118,137.00)
Construction Project Surplus (Shortage)	\$ -
Medicaid Revenue Surplus (Shortage)	\$ -
CEFP - County Portion	
Restricted/Committed/Assigned	\$ -
Total Estimated Reserve for Contingencies Balance Based on Current Rate of Spending / Receipts	\$ 968,849.96

- For this calculation, this is the revenue balances in fund 61, project 88X10, program/function codes 0465X, object code 009
- The formula is, $=\text{ROUND}(1076536.93 - 806804.66 / 7 * 10, 0)$, or
- $=\text{ROUND}(\text{current year budget} - \text{current year revenues} / \text{number of months of revenue received [typically 1 month behind on being paid revenues]} \times \text{number of months revenue collected in a year}, 0)$ [to round to a whole number]

ESTIMATING TAX REVENUE SURPLUS (SHORTAGE)

March 31, 2019	County
Current Reserve for Contingencies Balance	\$ 551,558.94
<u>Budget Accounts that have a Projected Possible Surplus (Shortage) Based on Current Rate of Spending / Receipts:</u>	
Payroll Expenditures Surplus (Shortage)	\$ 158,092.02
Legal Expenditures Surplus (Shortage)	\$ 42,658.00
Maintenance Expenditures Surplus (Shortage)	\$ 201,960.00
Transportation Expenditures Surplus (Shortage)	\$ (6,428.00)
Child Nutrition Expenditures Surplus (Shortage)	\$ 60,568.00
Food Service Local Revenue Surplus (Shortage)	\$ 2,537.00
Food Service Federal Revenue Surplus (Shortage)	\$ 76,041.00
Tax Revenue Surplus (Shortage)	
Projected PEIA Final Allocation Adjustment	\$ (118,137.00)
Construction Project Surplus (Shortage)	\$ -
Medicaid Revenue Surplus (Shortage)	\$ -
CEFP - County Portion	
Restricted/Committed/Assigned	\$ -
Total Estimated Reserve for Contingencies Balance Based on Current Rate of Spending / Receipts	\$ 968,849.96

- Although I have tried many, many times over the years, to find a way to effectively calculate projected tax revenues, I have not been successful for our county.
- If you know that your county will have a shortage in tax revenues, then add a negative amount.
- You could look at the percentage of tax revenue received of the budget for March (*month in our example*) over the past five years.
- I would be more concerned about a tax revenue shortfall versus a surplus.
 - This would be a conservative approach.

ESTIMATING PEIA FINAL ALLOCATION ADJUSTMENT

March 31, 2019

	County
Current Reserve for Contingencies Balance	\$ 551,558.94
Budget Accounts that have a Projected Possible Surplus (Shortage) Based on Current Rate of Spending / Receipts:	
Payroll Expenditures Surplus (Shortage)	\$ 158,092.02
Legal Expenditures Surplus (Shortage)	\$ 42,658.00
Maintenance Expenditures Surplus (Shortage)	\$ 201,960.00
Transportation Expenditures Surplus (Shortage)	\$ (6,428.00)
Child Nutrition Expenditures Surplus (Shortage)	\$ 60,568.00
Food Service Local Revenue Surplus (Shortage)	\$ 2,537.00
Food Service Federal Revenue Surplus (Shortage)	\$ 76,041.00
Tax Revenue Surplus (Shortage)	
Projected PEIA Final Allocation Adjustment	\$ (118,137.00)
Construction Project Surplus (Shortage)	\$ -
Medicaid Revenue Surplus (Shortage)	\$ -
CEFP - County Portion	
Restricted/Committed/Assigned	\$ -
Total Estimated Reserve for Contingencies Balance Based on Current Rate of Spending / Receipts	\$ 968,849.96

- This number is from the PEIA Reallocation template developed by the WVDE:

Barbour County
Estimate of PEIA Reallocation
FY2019

Full Time Employees Receiving Full Premium		True Half-Time Employees Receiving Full Premium		Less Than Half-Time Employees in Funding Source 1 Receiving Partial Premiums		TOTAL		Average County Active Insured Rate
Count	Premiums	Count	Premiums	Count	Premiums	Count	Premiums	
266	1,937,132	10	30,863	7	41,105	283	2,009,099	7,099
PEIA Retiree Premium Amount		99,025		Number of Employees Allowed per Comps		285.14		
Annual PEIA Administrative Fee		50		Number Actually Employed per Certified List		302.469		
Preliminary PEIA Allocation		2,124,495		Percentage Allowed to Employed		94.27%		
				Number of Insured Allowed		266.786		

CALCULATION:

Annual	Annual	Administrative	Total	Total	Calculated	Cost For	PEIA	Difference
PEIA Premium	PEIA Premium	Fee	Annualized	Employees	Average PEIA	Employees	Reallocation	From
Costs - Current Employees	Costs - Retirees		PEIA Costs - All Insureds	Insured But Not Allowed	Health Premium Rate	Over Formula	Estimate	Original Allocation
2,009,099	99,025	14,150	2,122,274	16.21	#####	115,916	2,006,358	(118,137)

ESTIMATING REMAINING ITEMS

March 31, 2019	<u>County</u>
Current Reserve for Contingencies Balance	\$ 551,558.94
<u>Budget Accounts that have a Projected Possible Surplus (Shortage) Based on Current Rate of Spending / Receipts:</u>	
Payroll Expenditures Surplus (Shortage)	\$ 158,092.02
Legal Expenditures Surplus (Shortage)	\$ 42,658.00
Maintenance Expenditures Surplus (Shortage)	\$ 201,960.00
Transportation Expenditures Surplus (Shortage)	\$ (6,428.00)
Child Nutrition Expenditures Surplus (Shortage)	\$ 60,568.00
Food Service Local Revenue Surplus (Shortage)	\$ 2,537.00
Food Service Federal Revenue Surplus (Shortage)	\$ 76,041.00
Tax Revenue Surplus (Shortage)	
Projected PEIA Final Allocation Adjustment	\$ (118,137.00)
Construction Project Surplus (Shortage)	\$ -
Medicaid Revenue Surplus (Shortage)	\$ -
CEFP - County Portion	
Restricted/Committed/Assigned	\$ -
Total Estimated Reserve for Contingencies Balance Based on Current Rate of Spending / Receipts	\$ 968,849.96

- **Construction Project Surplus (Shortage)** would be amounts required from the general fund that have not been encumbered within fund 11, or budget transferred to a different fund.
- **Medicaid Revenue Surplus (Shortage).**
 - If you need to include a Medicaid revenue shortage.
 - I don't budget any revenue in our beginning budget for Medicaid. We budget supplement Medicaid revenue as it is received.
- **CEFP – County Portion:** If a county portion of the CEFP has not been encumbered on a PO yet, then include an estimated negative amount.
- **Restricted/Committed/Assigned:**
 - Include a negative for any known funding that will be required from the general fund.

ESTIMATING BEGINNING FUND BALANCE FOR BUDGET

Barbour County Board of Education Estimated Beginning Fund Balance - General Fund FY2020		
		Debit (negative) Credit (positive)
FY18 Fund 11 Residual Fund Balance		
		\$ 556,251.05
Changes to Reserved for Contingency Account; Debit (positive), Credit (negative):		
FY18 Fund 11 Residual Fund Balance		
		\$ (556,251.05)
7/03/18, BJE #07300 - Telephone Systems		\$ (5,000.00)
8/31/18, BJE #08107 - Carryover Entry		\$ 597,132.38
8/31/18, BJE #08112 - Miscellaneous Revenue		\$ 3,936.58
8/31/18, BJE #08302 - Teacher of the Year Grant Ended		\$ 0.15
8/31/18, BJE #08303 - PMS Stem Initiative Grant Ended		\$ 175.71
8/31/18, BJE #08304 - KEMS Stem Initiative Grant Ended		\$ 10.50
8/31/18, BJE #08305 - Child Nutrition Emergency Assistance Grant Ended		\$ 14.93
8/31/18, BJE #08306 - Close-Out of FY18 Child Nutrition		\$ (91.89)
8/31/18, BJE #08307 - FFV Grant Ended		\$ (684.72)
8/31/18, BJE #08308 - FFV Grant Ended		\$ 784.45
9/25/18, BJE #09302 - Additional ComDoc Charges		\$ (17,000.00)
9/30/18, BJE #09109 - Miscellaneous Revenue		\$ 203.70
9/30/18, BJE #09304 - Additional ComDoc Charges		\$ (3,198.00)
9/30/18, BJE #09305 - RESA Medicaid Billing Line Not Needed		\$ 5,032.25
9/30/18, BJE #09306 - TIS Grant Ended		\$ 793.16
10/16/18, BJE #10300 - Child Nutrition Summer Grant Ended		\$ 2,686.62
10/16/18, BJE #10301 - Additional Budget Funds Necessary		\$ (28,000.00)
10/31/18, BJE #10103 - Miscellaneous Revenue		\$ 2,196.51
11/14/18, BJE #11300 - Child/Adult Care Grant Ended		\$ 16,713.57
11/20/18, BJE #11106 - Miscellaneous Revenue		\$ 5,979.34
11/30/18, BJE #11108 - Bank Interest Revenue		\$ 3,782.74
12/17/18, BJE #12106 - Miscellaneous Revenue		\$ 3,435.95
12/17/18, BJE #12300 - FFV Grant Ended		\$ 21.12
12/17/18, BJE #12301 - FFV Grant Ended		\$ (26.12)
12/19/18, BJE #12107 - Increased Enrollment		\$ 81,418.00
12/31/18, BJE #12109 - Miscellaneous Revenue		\$ 10,763.94
1/04/19, BJE #01101 - National Forest Land Revenue		\$ 5.70
1/04/19, BJE #01300 - Medicaid Reserve Not Needed		\$ 70,000.00
1/04/19, BJE #01301 - Payroll Excess		\$ 200,000.00
1/08/19, BJE #01302 - State & Regional Tournaments		\$ (1,114.10)
1/28/19, BJE #01305 - Additional Budget Funds Necessary		\$ (3,713.51)
1/31/19, BJE #01106 - Miscellaneous Revenue		\$ 14,889.92
2/06/19, BJE #02300 - Payroll Excess		\$ 200,000.00
2/20/19, BJE #02302 - Extra Budget Items for Schools		\$ (101,231.00)
2/20/19, BJE #02303 - Extra Budget Items for Transportation		\$ (153,962.00)
2/20/19, BJE #02304 - Extra Budget Items for Maintenance		\$ (231,560.00)
2/20/19, BJE #02305 - Extra Budget Items for Child Nutrition		\$ (20,000.00)
2/20/19, BJE #02306 - State & Regional Tournaments		\$ (230.66)
2/21/19, BJE #02307 - Copier Usage		\$ (42,840.00)
2/28/19, BJE #02105 - Miscellaneous Revenue		\$ 10,431.98
3/20/19, BJE #03300 - County Portion of CEFP Contract		\$ (12,580.00)
3/27/19, BJE #03302 - State & Regional Tournaments		\$ (1,500.00)
3/29/19, BJE #03307 - Transportation Over Spending		\$ (72,216.00)
3/31/19, BJE #03107 - Miscellaneous Revenue		\$ 10,850.74
4/04/19, BJE #04300 - Payroll Excess		\$ 100,000.00
4/25/19, BJE #04303 - Transportation Over Spending		\$ (14,128.24)
4/30/19, BJE #04118 - Miscellaneous Revenue		\$ 10,048.82
		\$ 85,780.47
FY19 Budget Accounts that have Surplus or Projected Shortage as of 4/30/19 (these surpluses / shortages have not been corrected yet from the reserve for contingency account):		
Payroll Surplus		\$ 65,818.00
Legal Expenditures		\$ 42,767.00
Total Maintenance Expenditures (excluding payroll)		\$ 187,079.00
Maintenance Truck		\$ -
Total Transportation Expenditures (excluding payroll)		\$ 6,011.00
Total Child Nutrition Expenditures (excluding payroll)		\$ 57,136.00
Food Service Local Revenue Shortage		\$ 1,739.00
Food Service Federal Revenue Shortage		\$ 269,211.00
Tax Revenue		\$ -
Projected PEIA Final Allocation Adjustment		\$ -
CEFP - County Portion		\$ -
		\$ 629,781.00
Projected Beginning Fund Balance		\$ 1,271,793.00

SECTION 1

SECTION 2

- The picture to the left is linked, double click on the picture to open the pdf for larger view.
- This is the process I use for estimating the beginning budget fund balance.
- The detail is as of April 30, 2019
- In **SECTION 1** In the Changes to Reserved for Contingency Account section is all the activity that had posted to Reserve for Contingency from July 1, 2018 through April 30, 2019.
 - Notice how easy it is to see everything:
 - Negative amounts are items there were funded after the beginning budget
 - Positive amounts are amounts that were added after the beginning budget
- In **SECTION 2** is the projected surplus (shortages) from the April 30, 2019 monthly financial report.

FY19 YEAR-END PRESENTATION TO BOARD FOR ADDITIONAL BUDGET ITEMS

**Barbour County Board of Education
Summary of Additional Budget Items
FY2019**

		<u>General Fund</u>	
		<u>Items Not in</u>	<u>Items in</u>
<u>Description</u>		<u>Original</u>	<u>Original</u>
		<u>Budget</u>	<u>Budget</u>
BJE 07300	Telephone Systems	\$ 5,000.00	
BJE 09302	Additional ComDoc Charges	\$ 17,000.00	
BJE 09304	Additional ComDoc Charges	\$ 3,198.00	
BJE 10301	Additional Contracted Out Special Education Services	\$ 28,000.00	
BJE 01302	State & Regional Tournaments	\$ 1,114.10	
BJE 02302	KEMS Furniture	\$ 28,700.00	
BJE 02302	BES Furniture	\$ 9,166.00	
BJE 02302	JES Furniture	\$ 4,690.00	
BJE 02302	PES Furniture	\$ 13,485.00	
BJE 02302	BMS Furniture	\$ 13,500.00	
BJE 02302	PBHS Furniture	\$ 1,690.00	
BJE 02302	PMS Lockers	\$ 30,000.00	
BJE 02303	Maintenance Equipment	\$ 6,560.00	
BJE 02303	Maintenance Vehicles, Excavator, Bucket Truck	\$ 165,000.00	
BJE 02303	Transportation Bus Cameras	\$ 28,962.00	
BJE 02303	Removal of Underground Diesel Tank	\$ 25,000.00	
BJE 02303	Replacement of Diesel Tank	\$ 100,000.00	
BJE 02303	Maintenance Building	\$ 60,000.00	
BJE 02305	Child Nutrition Equipment	\$ 20,000.00	
BJE 02306	State & Regional Tournaments	\$ 230.66	
BJE 02307	Copier Usage	\$ 42,840.00	
BJE 03300	County Portion of CEFP Contract	\$ 12,580.00	
BJE 03302	State & Regional Tournaments	\$ 1,500.00	
BJE 03307	Transportation Over Spending	\$ 72,216.00	
BJE 04303	Transportation Over Spending	\$ 14,128.24	
Totals		\$ 704,560.00	\$ -

- To the left is a slide in my FY19 Year-End Presentation to the Board showing all the extra items that were funded throughout the year.
- This schedule was easy to prepare since all the items were funded from Reserve for Contingencies (*same information that was on previous slide*)
- People loose sight of everything that a county is asked to fund that wasn't in the original budget.
 - It is good to remind them of all the great things that we funded.
- This is quite a chunk of money for a small county that doesn't have an excess levy.

LINKS FOR REPORTS

- [WVEIS Payroll Accounts Download report set-up](#)
- [2019-09-26 Payroll Budget Transfer Excel File](#)
- [Miscellaneous Revenue Transaction Activity](#)
- [Food Service monthly report set-up](#)
- [Legal Service monthly report set-up](#)
- [Maintenance monthly report set-up](#)
- [Transportation monthly report set-up](#)
- [Excel Monthly Financial Report Template](#)



SUMMARY

- **I don't claim to have all the answer for estimating reserve for contingencies but the process I use gives me confidence in knowing approximately where our county is financially.**
- **I don't like being blindsided with financial problems I didn't see coming, so the process I use helps me to stay on top of things financially. There is less chance something will become a massive financial problem before I see it. I would much rather deal with a problem before it becomes a monumental financial problem.**

Questions???

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