

**NORTHFIELD PUBLIC SCHOOLS**  
**Office of the Superintendent**  
**Memorandum**

**TO:** Board of Education  
**FROM:** Matt Hillmann Ed.D., Superintendent  
**RE:** Table File Items for January 8, 2024 Regular School Board Meeting

6. Consent Agenda

c. Personnel Items

i. Appointments

17. Juley Jenkinson, Gen Ed EA-Media for 5.50 hours/day and Supervisory for .25 hours/day at Spring Creek, beginning 1/16/2024. Step 2 - \$17.03/hr.

ii. Increase/Decrease/Change in Assignment

20. Gina Swenson, Teacher at Greenvale Park, add Community School Teacher for up to 8 hours/week at Greenvale Park, effective 1/2/2024-5/17/2024. Lane/Step

iii. Leave of Absence

3. Deborah Russell, Teacher at Spring Creek, FMLA Leave of Absence beginning 1/30/2024-2/5/2024.

d. Financial Report

Financial Report - September 2023. Director of Finance Mertesdorf requests the board approve paid bills totaling \$2,593,209.55, payroll checks totaling \$3,540,897.30, a wire transfer totaling \$150,000.00 from Frandsen General to Frandsen Sweep, a wire transfer totaling \$150,024.68 from Frandsen Sweep to Frandsen General, and the financial reports for September 2023. At the end of September 2023 total cash and investments amounted to \$23,466,909.77.

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TO: Dr. Matt Hillmann, Superintendent

FROM: Val Mertesdorf, Director of Finance *VM*

DATE: January 8, 2024

RE: Board Approval of Financial Reports – September 2023

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of September 2023.

Bills totaling \$2,593,209.55 were paid in September 2023.

Payroll checks totaling \$3,540,897.30 were issued in September 2023.

No bond payments were paid in September 2023.

At the end of September 2023 Total Cash and Investments amounted to \$23,466,909.77.  
Wire transfers initiated by the district during September 2023:

|              |   |
|--------------|---|
| \$150,000.00 | From Frandsen General to Frandsen Sweep |
|--------------|---|

|              |   |
|--------------|---|
| \$150,024.68 | From Frandsen Sweep to Frandsen General |
|--------------|---|

The following financial reports for September 2023 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

September 2023 Treasurer's Report

| FUNDS                   | BALANCE<br>BEGINNING<br>OF MONTH | RECEIPTS     | DISBURSEMENTS | JOURNAL<br>ENTRIES | BALANCE<br>END OF<br>MONTH |
|-------------------------|----------------------------------|--------------|---------------|--------------------|----------------------------|
| GENERAL FUND            | 2,178,713.17                     | 6,115,969.21 | 4,715,887.46  | (671,156.39)       | 2,907,638.53 *             |
| FOOD SERVICE            | 984,515.40                       | 67,044.34    | 168,580.21    | 7,457.60           | 890,437.13                 |
| COMMUNITY ED            | 837,462.96                       | 346,623.51   | 342,785.75    | (88,709.58)        | 752,591.14                 |
| CONSTRUCTION ACCOUNT    | -                                | -            | -             | -                  | -                          |
| DEBT SERVICE            | 3,366,635.04                     | 161,622.36   | -             | -                  | 3,528,257.40               |
| SELF INSURANCE          | 3,728,800.15                     | 41,417.63    | 906,853.43    | 758,076.46         | 3,621,440.81               |
| TOTALS                  | 11,096,126.72                    | 6,732,677.05 | 6,134,106.85  | 5,668.09           | 11,700,365.01              |
| GENERAL FUND INVESTMENT | 11,766,544.76                    | -            | -             | -                  | 11,766,544.76 *            |
| CONSTRUCTION INVESTMENT | -                                | -            | -             | -                  | -                          |
|                         | 11,766,544.76                    | -            | -             | -                  | 11,766,544.76              |
| GRAND TOTALS            | 22,862,671.48                    | 6,732,677.05 | 6,134,106.85  | 5,668.09           | 23,466,909.77              |

\*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

September 2023

Disbursements:

Bills Paid:

|                         |                   |              |
|-------------------------|-------------------|--------------|
| General Fund            | \$ 1,586,603.06   |              |
| Food Service Fund       | 52,848.14         |              |
| Community Services Fund | 46,904.92         |              |
| Construction Fund       | -                 |              |
| Trust & Agency Fund     | -                 |              |
| Self Insurance Fund     | <u>906,853.43</u> |              |
| Total Bills Paid        |                   | 2,593,209.55 |

Payroll:

|                         |              |              |
|-------------------------|--------------|--------------|
| General Fund            | 3,129,284.40 |              |
| Food Service Fund       | 115,732.07   |              |
| Community Services Fund | 295,880.83   |              |
| Trust Fund              | -            |              |
| Self Insurance Fund     | <u>-</u>     |              |
| Total Payroll           |              | 3,540,897.30 |

Bond Payments:

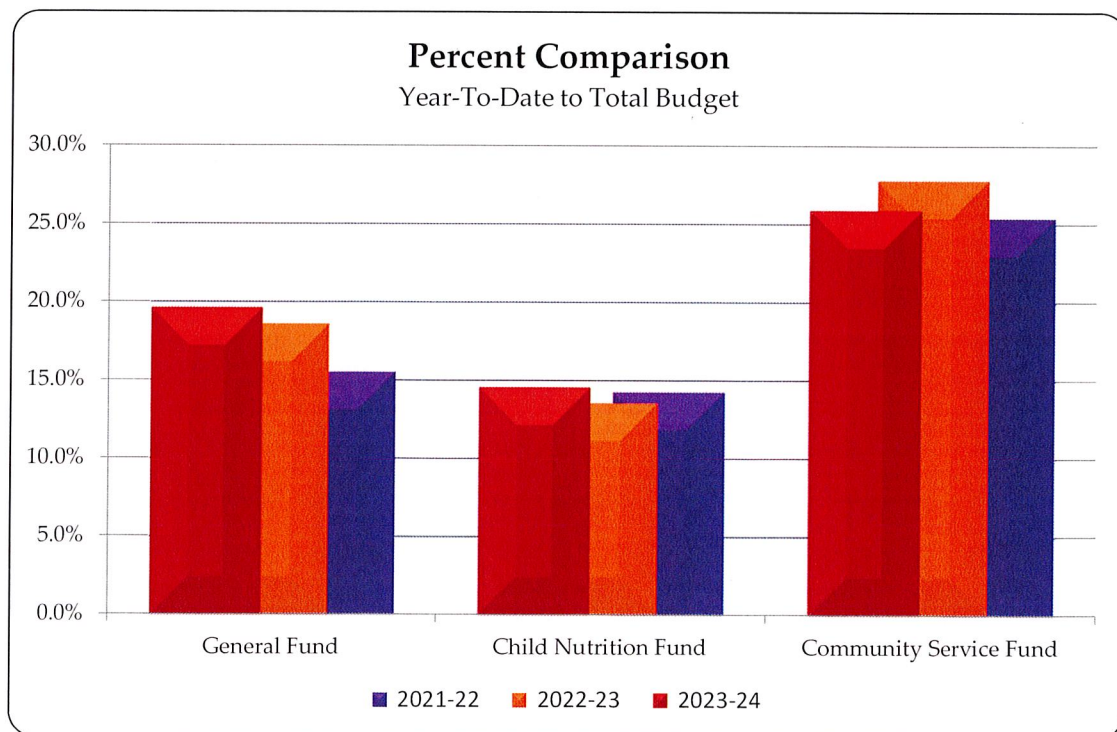
|                      |                             |                              |
|----------------------|-----------------------------|------------------------------|
| Debt Redemption Fund | <u>                    </u> |                              |
| Total Bond Payments  |                             | <u>                    </u>  |
| Total Disbursements  |                             | <u><u>\$6,134,106.85</u></u> |



## STATEMENT OF REVENUES

For the month ended September 30, 2023

| Fund                   | Year-To-Date         | Budget               | YTD as % of Budget |              |              |
|------------------------|----------------------|----------------------|--------------------|--------------|--------------|
|                        |                      |                      | 2023-24            | 2022-23      | 2021-22      |
| General Fund           |                      |                      |                    |              |              |
| Property Taxes         | \$ 102,549           | \$ 15,232,888        | 0.7%               | 0.3%         | 0.5%         |
| State Sources          | 10,215,137           | 42,334,181           | 24.1%              | 21.9%        | 21.7%        |
| Federal Sources        | 929,783              | 1,724,951            | 53.9%              | 45.1%        | 1.3%         |
| Local Sources          | 705,441              | 1,655,543            | 42.6%              | 35.5%        | 25.1%        |
| Total                  | \$ 11,952,910        | \$ 60,947,563        | 19.6%              | 18.6%        | 15.5%        |
| Child Nutrition Fund   | \$ 349,731           | \$ 2,407,584         | 14.5%              | 13.6%        | 14.2%        |
| Community Service Fund | 862,257              | 3,333,364            | 25.9%              | 27.8%        | 25.4%        |
| Debt Service Fund      | 530,328              | 6,301,210            | 8.4%               | 8.4%         | 7.8%         |
| Internal Service Fund  | 2,162,228            | 11,396,574           | 19.0%              | 19.5%        | 22.7%        |
| <b>Total All Funds</b> | <b>\$ 15,857,454</b> | <b>\$ 84,386,295</b> | <b>18.8%</b>       | <b>18.2%</b> | <b>15.9%</b> |





## STATEMENT OF EXPENDITURES

For the month ended September 30, 2023

| Fund                   | Year-To-Date         | Budget               | YTD as % of Budget |              |              |
|------------------------|----------------------|----------------------|--------------------|--------------|--------------|
|                        |                      |                      | 2023-24            | 2022-23      | 2021-22      |
| General Fund           |                      |                      |                    |              |              |
| Salaries               | \$ 4,271,239         | \$ 34,468,989        | 12.4%              | 12.3%        | 12.3%        |
| Benefits               | 1,907,380            | 13,404,752           | 14.2%              | 13.8%        | 13.2%        |
| Purchased Services     | 822,057              | 6,612,912            | 12.4%              | 13.2%        | 21.3%        |
| Supplies & Materials   | 1,040,138            | 2,301,890            | 45.2%              | 41.7%        | 53.8%        |
| Capital Expenditures   | 821,477              | 2,455,213            | 33.5%              | 63.2%        | 52.7%        |
| Other Expenses         | 117,647              | 495,866              | 23.7%              | 28.8%        | 15.2%        |
| Total General Fund     | \$ 8,979,938         | \$ 59,739,622        | 15.0%              | 16.7%        | 16.3%        |
| Child Nutrition Fund   | \$ 243,145           | \$ 2,645,006         | 9.2%               | 8.7%         | 7.3%         |
| Community Service Fund | 912,684              | 3,463,457            | 26.4%              | 25.1%        | 22.1%        |
| Debt Service Fund      | 889,729              | 5,912,409            | 15.0%              | 16.6%        | 19.7%        |
| Internal Service Fund  | 2,840,514            | 11,094,171           | 25.6%              | 22.7%        | 31.6%        |
| <b>Total All Funds</b> | <b>\$ 13,866,010</b> | <b>\$ 82,854,665</b> | <b>16.7%</b>       | <b>18.5%</b> | <b>18.2%</b> |

