

MONTHLY MANAGEMENT REPORT

[Town Web Site: www.town.berlin.ct.us]

[Library Web Site: www.berlinpeck.org]

[Police Web Site: <http://berlinpd.org>]

[Timberlin Web Site: <http://www.timberlingolf.com>]

TO: The Honorable Mayor and Town Council Members

FROM: Denise M. McNair, Town Manager

DATE: July 5, 2016

A. Council Communications:

1. Holiday Schedule:

- Independence Day: The Town Hall and all departments will be closed on Monday, July 4, 2016 in observance of Independence Day.

2. Upcoming Events:

- None.

B. Town Manager News:

Fiscal Year 2016/2017 has begun and the summer season is upon us. Council held a "Work Session" or Retreat on Tuesday, June 28th, and will be holding another one on July 26th at 7:00 p.m. in Council Chambers. There will be a Public Hearing on the proposed changes to the Town Charter on Tuesday, July 12, 2016 at 7:00 p.m. in Council Chambers. There are also two regular Council Meetings on July 5th and July 19, 2016.

As I have been writing this over the last week, we have had a bit of good news and a bit of bad news. The good news is that we will be welcoming a new Director of Community, Recreation and Park Services who will join us on July 22nd. Jennifer Ochoa is currently the Director of the Bolton Senior Center and also has some Social Services and Recreation background. She replaces Jim Capodiece and lives in Meriden with her husband and son. It will be nice to get someone back into that position. The bad (or sad) news is that Jim Wren, our Finance Director, will be leaving us on July 22nd to become the Finance Director of Bloomfield. Jim has been with us for almost seven years and will be greatly missed.

Our walking Competition has come to an end – the winner will be announced on Thursday, July 7th, at an awards ceremony to be held at Elm Ridge Park in Rocky Hill. A great big thank you to all who participated and especially to Lecia Paonessa and Sheel Patel who were our Town Coordinators this year. This never would have happened here in Berlin without their help.

C. Department News:

➤ **Community, Recreation & Park Services:**

Parks and Recreation

- The Department has geared up for all of our summer programs our pools to open. Only a few spots remain at our Summer Fun program.
- We have a wide variety of programs we are offering for all ages. In addition to our Summer Fun program and swim lessons, we have Berlin Dolphin Swim Team, Lifeguarding class, Girls Basketball Clinic, Tennis lessons, Arts Discovery Camp, Fairy Tale I and II Camp, Ice Adventures: The Sequel, Leap into Summer Dance Camp, Painting w/Peggy, Summer Olympics at Pistol Creek, Youth Basketball, LEGO's and Robotics w/LEGO's and several Skyhawks Camps – Mini Hawks, Tiny Hawks, Multi-sport, Soccer and new this year – Volleyball.
- For adults we have dog obedience classes, Barre Pilates and Tai Chi.
- The Department is offering discount tickets to Six Flags, Connecticut Science Center and Lake Compounce.
- Simply Swing performed on Tuesday, June 14th from 7-8:30 p.m. at Veterans' Memorial Park. It was a beautiful night and approximately 100 people attended.

Public Grounds: The following services were provided by the Public Grounds Department during the month of June:

- Repaired leaks in Demore, Dinda, Bittner Jr. Memorial Pool.
- Repaired Demore, Dinda, Bittner Jr. Memorial Pool deck.
- Painted Percival Pool.
- Completed the filling and running of both pools.
- Started fountains at Veterans' Memorial Park.
- Mulched and pruned Veterans' Memorial Park.
- Flags put up on Farmington Avenue.
- Planted flowers around town.
- Cleaned Pavilions at Sage and Timberlin Parks.

Senior Center

- June's Lunch Bunch trip was to Lenny's & Joe's in Westbrook, CT.
- June's Trips were Boston Duck Tours and Lunch at Maggiano's Restaurant, and One World Trade Center Freedom Tower with Spirit of New York Boat Ride.
- Hartford Healthcare presented a program entitled "Making the Most of Your Doctor's Appointment".
- June's Movies were "A Royal Night Out" and "Brooklyn".
- The following Health Services were offered in June:
 - Footcare (by appointment only)
 - Blood Pressure Screening by the Berlin VNA
 - Counseling Services by Catholic Charities

- June's Fraud Tip was from the Better Business Bureau on "How Scams Attract Potential Victims".
- Since April, 111 Renters Rebate applications have been taken at the Senior Center.
- TED Talks (rescheduled from May), covering everything from humor to pep talks to music, were held on June 7th in honor of Older Americans Month as follows:
 - Eric Whitacre: A virtual choir 2,000 voices strong
 - Jane Fonda: Life's Third Act
 - The Shared Experience of Absurdity
 - I Think we all Need a Pep Talk.
- The Annual Strawberry Festival was held on June 15th. The afternoon included entertainment by the Elderly Brothers.
- Donuts for Dads Breakfast was held Friday, June 17th to celebrate Father's Day and the invention of the donut.
- The Adult Coloring session was held on June 22nd.
- The five week educational program, "Dementia and Caregiving: Focusing on the Person while Understanding the Disease Progression" ended on June 22nd at the Berlin Peck Memorial Library.
- On June 29th The Kennedy Center from Bristol taught seniors how to ride the CT Fastrak.

Social & Youth Services

- Youth Services has approved 40 camperships so far, with funding provided by The Berlin Children's Fund. We will continue to take applications as long as funds are available.
- Social Worker Jaymee Miller continued helping the Senior Center take Renter's Rebate applications one day a week through June.
- The Youth Services/Upbeat Summer Leadership Program has started, with the first trips filled to capacity.
- The Juvenile Review Board (JRB) will continue to meet through the summer. The caseload remains steady with about five active cases at any given time.
- Food Pantry usage remains steady and we have gone through most of the food received from the Post Office food drive in May. The Ryan Lee Foundation food drive in July will replenish our supply.

➤ Development Services

Planning and Zoning Commission: The Planning and Zoning Commission is still considering the Agriculture Regulations and seeking guidance from the Corporation Counsel on certain matters that were brought up during the public hearing. The Commission has approved regulations for a brew pub to be located in the CCD-2 zones, and will be considering an application for such brew pub once and if the location is approved by the Zoning Board of Appeals (ZBA). The proposed location is 817 Farmington Avenue. Other items of interest are that both the Burger King and the Taco Bell will have representatives appearing before the Commission to request renovations to the exterior of the site.

Historic Commission: The Historic Commission and Friends of Worthington Meeting House have worked diligently to help restore the Meeting House on Worthington Ridge. Through the Town Council, the Friends of Worthington Meeting House have been awarded a Historic Preservation Technical Assistance Grant.

- **Finance:** There were additional unexpected State cuts by the Governor using the line-item veto. As of this writing, the Town has not been notified what its specific additional cut will be. This cut, along with the \$400,000 cut by the legislature, was addressed by appropriating \$500,000 of the \$1,005,000 bond premium received on the very successful May bond sale.

On June 28th, the Town successfully completed a refunding of the 2009 and a portion of the 2011 bonds at a lower interest rate. This will save the Town approximately \$550,000 over the remaining life of the bonds.

Finance is continuing to work through the fiscal year end transition through the month of July. Final 2016 invoices will be paid on July 20th. After that date all invoices must be paid out of the fiscal year 2017 budget so that the fiscal year 2016 can be closed out in preparation for the audit which will take place in September.

Payroll Specialist Donna Slimskey worked with Human Resources to present an explanation of the changes that will take place when most Unions move to bi-weekly payroll in July. The first pay day that this will be in effect for is July 8th. Payroll has also completed all of the retroactive adjustments necessary for all of the contracts that have completed negotiations. Payroll will be very busy in the month of July managing the many fiscal year end tasks.

The Finance Director continues to work with the Town Manager and Budget Chair to prepare for the strategy meetings with the Council to discuss capital needs and prioritize the 5 year plan so that decisions can be made to manage future debt. The first session was completed in June and there will be another in July.

The Finance Director and Town Clerk coordinated a third meeting in June between the Board of Ethics and the Audit Committee of the Town Council. The Ethics Policy was reviewed again and more revisions were made. This is part of a continuing effort to have the Board of Ethics be a more active Board and have regular communication with the Audit Committee. These actions are being taken in accordance with recommendations made during the Fraud Risk Assessment.

The Finance Director continues to work closely with the Construction Manager, Gilbane, on the Berlin High School project to review purchase order histories and overall expenditures on the project as well as respond to vendor questions. The Finance Director continues to provide the Construction Manager with a monthly report on expenditures and has developed a cumulative report encompassing all expenditures since project inception. This report is updated at the end of each month.

The Finance Director was honored by the Government Finance Officers' Association of Connecticut and the actuarial firm of Hooker & Holcombe with the Albert F. Young Award. This is an annual award presented to a person deemed to have made a significant contribution to government finance.

Revenue Collector's Office: At the beginning of June, approximately 150 liens were filed on the land records for the 2014 Grand List for the remaining delinquent real estate taxes. The final preparation for the 2015 Grand List billing occurred through the end of June. This preparation includes: billing information loaded into the tax software system; review and reconciliation of this information with the Assessor's Office; providing the software vendor with final approval of the bill template; and working with the vendor to print the bills. All tax bills were mailed on June 30th.

Throughout June, the office also implemented and marketed the newly-acquired Invoice Cloud software to enhance online bill pay for both property tax and water/sewer payments. This software went live at the end of June. We have provided taxpayers information about this change using the Town website, local newspapers and notifications in our office.

Water/sewer shut-off notices for the April 2016 billing were mailed out in the beginning of June. Approximately 100 notices were sent out and each account received a lien as well for failure to pay or to discuss a plan of payment. The majority of these accounts were collected through the end of June. All meter readings for the July billing cycle were received in early June. Quarterly bills were mailed on June 30th.

Assessor's Office: Elderly and disabled homeowners have applied for the State Owners Program. The Office took in 115 applications for the program. The program currently has 200 households participating with a total of \$117,197.60 in credits. This amount is fully reimbursed to the Town by the State.

Applications for additional Veterans' benefits are also being taken by our office. Applications will continue to be accepted until October 3rd.

Building permits continue to be entered for the 2016 Grand List as part of our ongoing process. Permit inspections have begun for the 2016 Grand List.

Inspections and data entry are continuing and are on schedule for the 2017 Revaluation. Mailings for interior inspections (for properties which we were not able to access previously) and mailings to sections remaining for full inspections have also been sent.

A Request For Proposal (RFP) was prepared for modeling and hearings as these tasks are not being done in-house and a contract was awarded to the low bidder, Northeast Revaluation Group LLC.

Transfers of real estate ownership continue to be processed as part of our ongoing process.

The Office continued to process Certificates of Correction for motor vehicles that were sold, stolen, totaled or transferred. Certificates of Correction are now being done for real estate as well; these certificates include omitted items and prorates for new construction.

Income and expense reports were mailed to approximately 500 commercial property owners. These are sent out each year for three years prior to a revaluation. These were accepted through the deadline of June 1st.

Purchasing: The following is a summary of the Requests for Proposals/Qualifications (RFPs/RFQs) and other major projects that the Purchasing Agent is working on:

- RFP for Griswold School Playground Improvements
- RFP for Municipal Garage Piping Improvements
- RFP for Catch Basin/Street Sweeping Disposal
- RFP for proposed Sanitary Sewer on Savage Hill Road
- RFP for Design of New Tennis/Basketball Courts at BHS
- RFQ for a Radio System Consultant with Police, Public Works and Fire staff

The following are pending recommendations to Council:

- RFP for Town Staff Uniform Contract
- RFP for Environmental Services at former Donnelly Brick Company
- RFP for Emergency Water/Sewer Repairs
- RFP for Records Management Consultant
- RFP for Tax Lien Sale
- RFP for repairs to McGee Tennis Courts

In addition, posting of Town surplus assets on the GovDeals website continues to operate successfully and generated approximately \$45,000 during fiscal year 2016. Work also continues on the new inventory process which has been reduced from every five years to every three.

➤ **Public Works/Engineering:** The following are activities that continue to be in process or completed:

- The transfer in ownership of roadway streetlights from Eversource to the Town of Berlin occurred in February. Public Works has been working with Tanko Lighting on the (LED) conversion of our streetlights, which began the first week of June. Conversion should be completed sometime this summer.
- There were 21 Excavation and 28 Burning Permits issued during the month of May. We began charging \$10 for Burning Permits July 1, 2016.

Facilities: The Facilities Department approved and completed a total of 379 work orders from various Town departments and schools. In addition to the work orders, and the involvement with the Berlin High School renovation project, the following projects have been in progress or completed within the last month:

- Surplus items are continuing to be sold on GovDeals.com freeing up storage space within buildings for better organization of operating materials.
- The NORESO Energy Performance contract received final approval and the project is underway. Facilities will be involved in the project until its completion which is scheduled for summer 2017.

- Maintenance and repairs to all Town seasonal facilities has been completed. Pools, parks, and ball field buildings and concessions have undergone plumbing, painting and carpentry repairs and upkeep.
- Painting and staining has been completed at Pistol Creek.
- Installation of new roof top units, controls, and exhaust fans has begun at Hubbard Elementary School.
- Roof replacement project at Hubbard Elementary School has begun.

Water Control: The Water Control Commission (WCC) has an on-going project to design and replace the existing booster pump station connection with the Metropolitan District Commission (MDC) of Hartford. The design is almost complete, and it is hopeful that the actual construction will occur later this year. When complete, the WCC will be able to utilize the half-million gallon per day supply from the MDC, which cannot currently be used under normal conditions. Lenard Engineering has been given the contract to develop Bid Documents and oversight of the construction. The project is likely to start early Fall 2016.

We have selected DPC, LLC to evaluate the sewer flows entering the Deming Road Sewer Pump Station. The intent is to evaluate the MDC sewage contribution to this pump station. DPC, LLC is affiliated with Woodard & Curran Engineers. Five (5) flow meters have been installed to date. Monitoring should continue for 12 weeks.

We are waiting with Woodard & Curran Consultants to complete the design, construction and connection of our new well that has been drilled; however, it has not been connected to our system. The goal is to complete this project in early summer. Submission to the Connecticut Department of Public Health has been made and we are awaiting their review and comments.

The option of offering a secondary meter for individual customers utilizing significant outdoor water usage continues to be popular. It is anticipated that many more customers will take advantage of this option. The Berlin WCC purchased additional meters in the spring to maintain an inventory in anticipation of a greater demand for secondary meters this summer. Many customers have taken advantage of this program prior to the summer months. Approximately 60 customers have utilized this option.

Middletown and Berlin WCCs have signed an agreement where the WCC will serve water and sewer to several businesses along Middle Street located in Middletown. This project is under construction and will likely be operational late summer. The water system will be pressurized and disinfected, and should be ready for the July/August time-frame.

We are in the process of working with Lenard Engineering to evaluate the Need and Design of a generator at the Elton Road well field. The report is complete, and Staff is in the process of evaluating it.

The WCC has replaced the two pressure-reducing valves at our connection to the New Britain Water Department. Apparently this was done in a timely manner since both valves were in bad shape and imminent failure, since they had not been re-built for nearly 30 years.

The Beckley Road Pressure-Reducing Valve Re-build will likely occur later this year.

The WCC hired a Financial Consultant to evaluate and prepare a method and/or process for equitable cost-sharing among the WCC, Kensington, and Worthington Fire Districts for the annual sewer bill from the Mattabassett District.

On April 28, 2016, the Connecticut Department of Public Health conducted their tri-annual sanitary survey evaluation of Berlin's WCC drinking water program. We anticipate a final report soon.

A project to eliminate the Savage Hill Pump Station is proceeding. The trees that need to be replaced, and/or encroached upon, are being evaluated by a Certified Arborist. The engineering has been completed by MBA Consultants. The Public Works Department is working on acquiring the necessary easements.

D. Board/Commission News:

None.

E. CCM Correspondence:

None.

F. Project Updates:

1. **Police Station Project:** A Request for Proposals (RFP) for a Design Build Police Station on Farmington Avenue was issued with a return date of February 4, 2016. The Public Building Commission in working with A-Z Corp. and STV identified owner costs and finalized the project scope and estimated costs. The project was presented to the Town Council on June 21, 2016.
2. **High School Civil Rights and Accreditation Project:** No Change - Project updates, advisory committee meetings and bi-weekly owner meetings continue to occur along with published monthly updates prepared by Gilbane and placed onto the Town's website. Council receives abbreviated updates monthly as necessary.
3. **Infiltration/Inflow Sewer Project:** We have received confirmation from the State Department of Energy and Environmental Protection (DEEP) on the viability of financing to undertake additional work within the Belcher Brook Watershed Trunk Line. We have met with Cardinal Engineering to develop a strategy for working on this next sewer relining project. Cardinal Engineering Associates has developed an Amendment #3 and Amendment #4 approved by Town Council on June 7, 2016. This will continue the existing contract to collect more information as well as paving the way to expand the future re-lining of the Belcher Brook Interceptor.
4. **Street Paving Projects:** The Public Works Department has finalized the 2016 Roadway Paving/Reconstruction Program encompassing 19 local roadways, and has also completed the 2016 crack-filling program which will be performed on 20 local roads. The lists are accessible on the Town's Website. The first phase of road paving projects (Camel's Back, Seymour

Road, Wildem Road, Worthington Ridge, and Middletown Road) has been completed. Crews are currently working within the Metacomet Drive area.

5. **Spruce Brook Bridge Over Spruce Brook:** No Change - Final design is nearing completion, including the incorporation of the historic elements of the site into the new structure. The local Inland Wetlands and Flood Hazard permits were approved in July. We are awaiting approval of both State and Federal permits. We expect to bid the project this summer, with construction anticipated to begin later this year. Currently, the bridge site is undergoing historic review; Historic Perspectives, Inc. is working with the Berlin Historic Society to minimize impacts to the site. Connecticut Department of Transportation (CT DOT) is working with the state Historic Preservation Office. Construction is anticipated to begin next year.
6. **Farmington Avenue Bridge (Over Sebethe River):** The bid opening occurred February 11, 2016. The low-bidder was Mastrobattisto, Inc. of Bristol, CT having submitted a bid of \$2,348,391.75. The initial phase of the project has begun. The closure of Farmington Avenue at the site occurred June 16, 2016. Currently, we are projecting the project to be completed on, or about, December 15, 2016.
7. **Elton Wells – Water Control Commission:** Council approved utilizing Weston and Sampson to prepare the State permit applications and S.B. Church as a subcontractor for the new production well installation. Permits were received in May, 2014 and the drilling of the actual well was completed in the fall of 2014. Requests for Qualifications from consultants to provide for the design and installation of the well's mechanical equipment have been received and the firm of Woodard & Curran, Inc. has been selected to provide these services. Project completion is pending with final plans to be submitted for State review and approval soon. Lenard Engineering has been hired to evaluate future needs to provide a generator at the well field.
8. **Library Security Upgrade:** No Change - The first phase is complete and additional phasing is waiting on further funding.
9. **Burnham Street Bridge and High Road Bridges:** No Change - Cardinal Engineering of Meriden, CT is reviewing the preliminary designs for the bridges. The permitting process is in progress, with the final designs expected to be in place by early summer. It is expected that these bridges will be bid this winter and construction planned for next spring.
10. **Manual on Uniform Traffic Control Devices (MUTCD) Sign Project:** The Town has begun a project replacing the traffic signs in compliance with the Federal Highway Standards MUTCD. This work will continue to be an ongoing project for the next several years.
11. **Streetscape Improvements:** Martin Laviero Contractor, Inc. continues with the construction of the Main Street streetscape. Several utility conflicts have arisen which will delay the project's completion, which is expected to now be towards the end of July.
12. **Train Station Improvements & 889 Farmington Avenue Remediation:** No Change - Work is well underway on construction of the raised platforms. A temporary train boarding platform opened April 25th, while the new station is being built. The temporary facility will include a drop-off area, low-level passenger loading platform and bus shelter located at the south end of

the existing station. Travelers may purchase tickets on the train. The temporary platform will remain in service until construction of the new **CTrail** Hartford Line Berlin Station is completed in the spring 2017.

The nearly \$60 million station construction project, which began in 2014, includes new stations in Wallingford, Meriden and Berlin. These stations will provide approximately 500-foot long, high-level platforms interconnected with a pedestrian bridge. The bridge will house elevators to provide Americans with Disabilities Act (ADA) access. The project also provides canopies over nearly half the length of the platforms and incorporates a hydronic heating system in the platforms to address snow removal. More than 200 parking spaces will be provided on surface parking lots at Berlin and Wallingford. Parking at the Meriden station will be provided in a surface lot and a parking garage with a total of over 280 spaces.

When required, local detours will be established on Depot Road. Construction signs will be posted for local residents and businesses.

The **CTrail** Hartford Line will provide more frequent, convenient and faster passenger rail service between New Haven, Hartford and Springfield by increasing the number of round trip trains from six daily Amtrak intercity and regional trains to a total of 17 round trip trains per day to Hartford, and 12 trains per day to Springfield. The majority of the existing rail stations will be replaced and several new stations will be built. The expanded service and new stations are expected to increase ridership, improve the high-speed and passenger rail system serving the northeast, expand intermodal transportation options, encourage economic development and create more livable and sustainable communities. **CTrail** Hartford Line service is scheduled to launch in January 2018.

Future updates on the status and location of construction activities will be provided on the NHHS Rail Program website at www.nhhsrail.com.

We have received the signature from the Attorney General's office to revoke the existing order against Pioneer Precision. Now that we have that in hand, we are working to get into the Brownfields Remediation and Revitalization Program.

Staff has received approval from two adjacent property owners to install monitoring wells to further define the ground water plume in order to determine the best remedial approach. Work will begin soon on these off-site wells, weather permitting.

CIL has been named as the preferred developer of 889 Farmington Avenue. An agreement is now being worked on to put this on paper. We expect the agreement to be signed by May 6th.

13. **1567 Berlin Turnpike Environmental Remediation:** No Change - The Public Works department has successfully removed all stockpiled materials from the site. Additional testing and monitoring of the site continues.
14. **Façade Grant Program:** No Change - The program has just over of \$30,000 left in the account after the last Economic Development Commission meeting. Two property owners have applied for the remaining funds. There will likely not be enough monies to fill the requests of those two. We have not yet heard on our application through Office of Policy and

Management (OPM) for an additional \$500,000 through their Responsible Growth and Transit Oriented Development (TOD) Grant.

15. **Gateway Signs:** No Change - The sign company had sent us the wrong hardware in order to install the signs to meet Department of Transportation (DOT) safety measures. Art Volz is working with Chris Edge on the needed items and will be installing them soon.
16. **Chotkowski Property:** No Change - The Town has completed the acquisition of a 71.1 acre portion of the Chotkowski property for open space use. The soil mixing plan was approved by DEEP. Some trail marking is needed as well as trail restoration in the mixing area. We will formally open the property for public use after the trail work is done, probably in the spring.
17. **Kensington Village Sidewalk Project:** Our consultant, Milone & MacBroom, is working on a final plan which will be presented at a Public Information Meeting July 18, 2016. This will show the areas where sidewalks are proposed as well as help the Town determine the best use of the funds we have.
18. **Earl Wicklund (Stick Village):** No Change - The first building is fully occupied and operating. Building 2 is almost complete and its first tenant will soon occupy about two-thirds of that building. Mr. Wicklund, Hellyn Riggins and Chris Edge met to discuss the construction of Building 3 which should occur this summer.

G. Calendar Reminders:

- Town Council Meeting, July 5th, 7:00 p.m., Council Chambers
- Economic Development Commission, July 11th, 7:00 p.m., Room 8
- Historic District Commission, July 11th, 7:00 p.m., Room 7
- Charter Revision Public Hearing, July 12th, 6:00 p.m., Council Chambers
- Conservation Commission, July 12th, 6:30 p.m., Room 8
- Housing Authority, July 13th, 5:00 p.m., Marjorie Moore Village, Community Room
- Berlin-Peck Memorial Library Board Meeting, July 13th, 6:30 p.m., Library Board Room
- Parks and Recreation Commission, July 14th, 7:00 p.m., Community Center Break Room
- Planning and Zoning Commission, July 14th, 7:00 p.m., Council Chambers
- Public Building Commission, July 14th, 7:00 p.m., Board of Education Meeting Room
- Mattabassett District, July 18th, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Town Council Meeting, July 19th, 7:00 p.m., Council Chambers
- Police Commission, July 20th, 6:30 p.m., Police Station Conference Room
- Charter Revision Commission Meeting, July 21st, 7:00 p.m., Caucus Room A
- Town Council Meeting, July 26th, 7:00 p.m., Council Chambers
- Water Control Commission, July 26th, 7:00 p.m., Room 8
- Planning and Zoning Commission, July 28th, 7:00 p.m., Council Chambers
- Public Building Commission, July 28th, 7:00 p.m., Board of Education Meeting Room
- Charter Revision Commission, August 1st, 7:00 p.m., Caucus Room A
- Economic Development Commission, August 1st, 7:00 p.m., Room 8
- Historic District Commission, August 1st, 7:00 p.m., Room 7
- Inland, Wetlands and Water Courses Commission, August 2nd, 7:00 p.m., Room 8
- Charter Revision Commission, August 8th, 7:00 p.m., Caucus Room A

- Conservation Commission, August 9th, 6:30 p.m., Room 8
- Housing Authority, August 10th, 5:00 p.m., Marjorie Moore Village, Community Room
- Berlin-Peck Memorial Library Board Meeting, August 10th, 6:30 p.m., Library Board Room
- Parks and Recreation Commission, August 11th, 7:00 p.m., Community Center Break Room
- Planning and Zoning Commission, August 11th, 7:00 p.m., Council Chambers
- Public Building Commission, August 11th, 7:00 p.m., Board of Education Meeting Room
- Charter Revision Commission, August 15th, 7:00 p.m., Caucus Room A
- Mattabassett District, August 15th, 7:00 p.m., District Administrative Building, 245 Main Street, Cromwell
- Police Commission, August 17th, 6:30 p.m., Police Station Conference Room
- Water Control Commission, August 23rd, 7:00 p.m., Room 8
- Zoning Board of Appeals, August 23rd, 7:00 p.m., Council Chambers
- Planning and Zoning Commission, August 25th, 7:00 p.m., Council Chambers
- Public Building Commission, August 25th, 7:00 p.m., Board of Education Meeting Room

H. Attachments:

- Berlin Animal Control Monthly Statistics – May 2016
- Berlin Board of Education Monthly Reports:
 - Cafeteria Fund Corrected Reports – March and April 2016
 - Complete Report – May 2016
 - Budget Adjustments January 2016 – June 6, 2016
- Berlin “Senior Center Lines” – July 2016 (to be handed out separately at Council Meeting)
- Central Connecticut Health District Monthly Report – April and May 2016
- Town Budget Changes, Fee Waivers and Donations Report

BERLIN ANIMAL CONTROL MONTHLY STATISTICS

May 2016

prepared by Janice Lund, ACO

Total calls/complaints77
Total wildlife complaints52
total all complaints129

Dogs Impounded2
Cats Impounded5
Total Impounds7

(Total abandoned at facility1)

Dogs/Cats redeemed0
Dogs Adopted0
Cats Adopted5
Total Adoptions5

DOA (dead on arrival)2
Euthanized1

Bites2
Summons/Municipal Code Violations0

Rabies Exposures0
(wildlife contacts)
Positive Rabies Exposures0
(wildlife tested positive)

Total Fees collected\$ 150.00

Dogs first of month00
Dogs end of month01

Cats first of month03
Cats end of month03

Animals neutered/spayed by Fobac: 2 Animals Vaccinated: 2

Adoption clinics: 1

Spay Clinics : 2

Revised copy. Report in your packet was through April 2016, should have said March 2016. No change in figures.
 Just date changed.

BREAKDOWN OF PROFIT OR LOSS
 CAFETERIA FUND
 JULY 1, 2015 THRU
 MARCH 31, 2016

INCOME	TOTAL	
	3/31/2016	3/31/2015
STUDENT LUNCHES	\$ 392,719.90	\$ 404,958.51
TEACHER LUNCHES	\$ 3,581.85	\$ 4,724.90
BREAKFAST INCOME	\$ 8,144.10	\$ 9,204.45
BREAKFAST A-LA-CARTE	\$ -	\$ -
LUNCH A-LA-CARTE	\$ 10,803.46	\$ 15,365.04
GRANTS RECEIVED	\$ 108,998.07	\$ 115,309.00
GRANTS DUE	\$ 42,705.75	\$ 44,088.60
ACCOUNTS REC. DUE	\$ 2,476.39	\$ 1,775.20
.10 Healthy Lunch Reim Due	\$ 5,098.90	\$ -
.10 Healthy Lunch Reim Rec.	\$ 13,139.00	\$ -
MISCELLANEOUS INCOME	\$ 27,119.47	\$ 23,325.09
STATE REIMBURSEMENT	\$ 21,404.00	\$ 19,194.00
PETTY CASH	\$ -	\$ -
TOTAL	\$ 636,190.89	\$ 637,944.79
BANK INTEREST	\$ -	\$ -
	<u>\$ 636,190.89</u>	<u>\$ 637,944.79</u>
EXPENSES		
FOOD COSTS	\$ 205,774.99	\$ 223,261.48
LABOR & UNIFORMS	\$ 386,794.56	\$ 387,384.02
PAPER/CLEANING COSTS	\$ 15,972.29	\$ 18,942.94
MISC.(OPER.)	\$ 17,860.19	\$ 27,420.37
BENEFITS	\$ 29,037.95	\$ 32,807.30
MANUAL ADJ PAYROLL		
TOTAL EXPENSES	<u>\$ 655,439.98</u>	<u>\$ 689,816.11</u>
NET PROFIT/LOSS	\$ (19,249.09)	\$ (51,871.32)
NET PROFIT/LOSS 6/30/2015		(\$12,760.26)

PROFIT LOSS 7/1/15 THRU 3/31/2016

TOWN OF BERLIN
16 JUN 22 PM 1:35

BREAKDOWN OF PROFIT OR LOSS
CAFETERIA FUND
JULY 1, 2015 THRU
APRIL 30, 2016

INCOME	TOTAL 4/30/2016	4/30/2015	
STUDENT LUNCHESES	\$ 433,208.01	\$ 450,745.74	
TEACHER LUNCHESES	\$ 4,103.40	\$ 5,456.10	
BREAKFAST INCOME	\$ 9,073.55	\$ 10,336.40	
BREAKFAST A-LA-CARTE	\$ -		
LUNCH A-LA-CARTE	\$ 11,777.36	\$ 17,136.49	
GRANTS RECEIVED	\$ 129,463.21	\$ 133,362.82	
GRANTS DUE	\$ 41,234.49	\$ 46,359.46	
ACCOUNTS REC. DUE	\$ 962.84	\$ 39.00	
.10 Healthy Lunch Reim Due	\$ 6,450.30	\$ -	
.10 Healthy Lunch Reim Rec.	\$ 13,139.00	\$ -	
MISCELLANEOUS INCOME	\$ 32,758.44	\$ 31,510.26	
STATE REIMBURSEMENT	\$ 21,404.00	\$ 20,683.00	
PETTY CASH	\$ -	\$ -	
TOTAL	\$ 703,574.60	\$ 715,629.27	
BANK INTEREST	\$ 703,574.60	\$ 715,629.27	
EXPENSES			%
FOOD COSTS	\$ 229,221.05	\$ 241,246.21	34%
LABOR & UNIFORMS	\$ 428,259.81	\$ 433,597.66	61%
PAPER/CLEANING COSTS	\$ 17,656.73	\$ 19,752.75	3%
MISC.(OPER.)	\$ 19,496.84	\$ 27,752.68	4%
BENEFITS	\$ 32,449.39	\$ 36,527.82	5%
MANUAL ADJ PAYROLL			
TOTAL EXPENSES	\$ 727,083.82	\$ 758,877.12	
NET PROFIT/LOSS	\$ (23,509.22)	\$ (43,247.85)	
NET PROFIT/LOSS 6/30/2015		(\$12,760.26)	

PROFIT LOSS 7/1/15 THRU 4/30/2016

Town of Berlin Board of Education

1BOE REPORT*****

Fiscal Year: 2015-2016

From Date: 5/1/2016 To Date: 5/31/2016

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

☒ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
00001.00.00.0000.00.0000.10	Administrative Salaries	\$2,831,510.00	\$163,890.44	\$2,547,974.38	\$283,535.62	\$230,210.72	\$53,324.90	1.88%
00001.00.00.0000.00.0000.11	Certified Salaries	\$19,383,687.81	\$1,639,455.25	\$16,829,931.54	\$2,753,756.27	\$2,637,436.46	\$116,319.81	0.60%
00001.00.00.0000.00.0000.12	Non-Certified Salaries	\$6,070,115.08	\$528,584.42	\$5,498,940.66	\$571,174.43	\$658,221.42	(\$87,046.99)	-1.43%
00001.00.00.0000.00.0000.20	Benefits	\$5,274,140.10	\$419,625.69	\$4,473,532.88	\$800,607.21	\$386,413.78	\$414,193.45	7.85%
00001.00.00.0000.00.0000.30	Contracted Services	\$1,241,545.60	\$82,830.05	\$1,202,032.63	\$39,512.97	\$29,107.06	\$10,405.91	0.84%
00001.00.00.0000.00.0000.40	Utilities	\$1,330,953.00	\$52,781.33	\$1,082,994.58	\$247,958.42	\$5,171.98	\$242,786.44	18.24%
00001.00.00.0000.00.0000.51	Transportation	\$2,342,940.00	\$206,808.68	\$2,016,283.19	\$326,656.81	\$0.00	\$326,656.81	13.94%
00001.00.00.0000.00.0000.56	Tuition	\$1,696,569.00	\$25,696.80	\$1,566,958.03	\$129,610.97	\$779.38	\$128,831.59	7.59%
00001.00.00.0000.00.0000.60	Supplies, Textbooks & Materials	\$1,115,031.77	\$99,465.10	\$808,456.06	\$306,575.71	\$124,040.92	\$182,534.79	16.37%
00001.00.00.0000.00.0000.70	Equipment	\$85,605.63	\$8,974.36	\$63,247.51	\$22,358.12	\$5,154.50	\$17,203.62	20.10%
00001.00.00.0000.00.0000.80	All Other Expenditures	\$80,664.00	\$1,950.00	\$78,722.42	\$941.58	\$2,239.00	(\$1,297.42)	-1.61%
Grand Total:		\$41,452,762.00	\$3,230,062.12	\$35,970,073.89	\$5,482,688.11	\$4,078,775.20	\$1,403,912.91	3.39%

End of Report

Town of Berlin Board of Education

1BOE REPORT GRANT PORTION*****

Fiscal Year: 2015-2016

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

From Date: 5/1/2016

To Date: 5/31/2016

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
00501.00.0000.0000.00.0000.00	Baby Welcome Project Grant	\$119.00	\$0.00	\$117.00	\$2.00	\$0.00	\$2.00	1.68%
00505.00.0000.0000.00.0000.00	Adult Education Grant	\$14,043.00	\$0.00	\$732.89	\$13,310.11	\$884.34	\$12,625.77	89.91%
00507.00.0000.0000.00.0000.00	Ct. Core Mini Grant	\$151.59	\$0.00	\$151.59	\$0.00	\$0.00	\$0.00	0.00%
00508.00.0000.0000.00.0000.00	Marjorie Moore Sped Preschool	\$111.00	\$0.00	\$0.00	\$111.00	\$0.00	\$111.00	100.00%
00510.00.0000.0000.00.0000.00	Perkins Grant	\$27,744.00	\$0.00	\$27,744.00	\$0.00	\$0.00	\$0.00	0.00%
00513.00.0000.0000.00.0000.00	High Quality Schis&Common Core	\$63,668.00	\$0.00	\$63,668.00	\$0.00	\$0.00	\$0.00	0.00%
00516.00.0000.0000.00.0000.00	Prior Years Return	\$11,106.63	\$0.00	\$445.00	\$10,661.63	\$0.00	\$10,661.63	95.99%
00520.00.0000.0000.00.0000.00	TEAM Mentor Salaries	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	0.00%
00524.00.0000.0000.00.0000.00	Medicaid Funding	\$18,795.70	\$967.92	\$1,691.62	\$17,104.08	\$0.00	\$17,104.08	91.00%
00555.00.0000.0000.00.0000.00	E-RATE	\$9,767.33	\$0.00	\$666.99	\$9,100.34	\$0.00	\$9,100.34	93.27%
00600.00.0000.0000.00.0000.00	Title I Grant	\$376,126.00	\$32,270.22	\$201,500.79	\$174,625.21	\$51,429.00	\$123,196.21	32.75%
00602.00.0000.0000.00.0000.00	IdeaPartB,Section 611 Grant	\$570,011.00	\$45,560.91	\$392,984.07	\$177,016.93	\$89,921.54	\$87,095.39	15.28%
00603.00.0000.0000.00.0000.00	Idea,PartB,Section 619 Grant	\$20,922.00	\$2,233.98	\$13,968.42	\$6,953.58	\$1,728.68	\$5,224.90	24.97%
00604.00.0000.0000.00.0000.00	Title II Part A Teach Grant	\$56,202.00	\$1,068.97	\$5,533.64	\$50,668.36	\$0.00	\$50,668.36	90.15%
00609.00.0000.0000.00.0000.00	Title III Grant	\$17,782.00	\$802.85	\$16,941.71	\$840.29	\$93.15	\$747.14	4.20%
00700.00.0000.0000.00.0000.00	Title I Grant	\$151,591.91	\$2,396.00	\$151,591.91	\$0.00	\$0.00	\$0.00	0.00%
00701.00.0000.0000.00.0000.00	Sheff Settlement	\$208,225.00	\$33,315.83	\$194,732.02	\$13,492.98	\$10,875.65	\$2,617.33	1.26%
00702.00.0000.0000.00.0000.00	Idea Part B, Section 611 Grant	\$67,374.77	\$3,234.72	\$62,229.22	\$5,145.55	\$2,042.36	\$3,103.19	4.61%
00703.00.0000.0000.00.0000.00	Idea Part B Section 619	\$4,918.50	\$0.00	\$4,918.50	\$0.00	\$0.00	\$0.00	0.00%
00704.00.0000.0000.00.0000.00	Title II Grant	\$54,857.38	\$1,371.03	\$54,857.38	\$0.00	\$0.00	\$0.00	0.00%
00706.00.0000.0000.00.0000.00	Choice Grant	\$678,324.00	\$66,185.25	\$315,114.25	\$363,209.75	\$82,551.43	\$280,658.32	41.38%
00709.00.0000.0000.00.0000.00	Title III	\$2,907.80	\$0.00	\$2,907.80	\$0.00	\$0.00	\$0.00	0.00%
00800.00.0000.0000.00.0000.00	Special Grants	\$3,550.46	\$0.00	\$1,646.62	\$1,903.84	\$0.00	\$1,903.84	53.62%
Grand Total:		\$2,366,299.07	\$197,407.68	\$1,522,143.42	\$844,155.65	\$239,326.15	\$604,829.50	25.56%

End of Report

06/01/2016

Berlin High School

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From: 05/01/2016

General Ledger Report

From Account:

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To : 05/31/2016

To Account:

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Account Name	Beg. Bal.	Receipts	Disburse	Transfer	End. Bal.	Payables	Working
001000 Athletic Assoc.	25772.77	3222.02	-1887.51	0.00	27107.28	0.00	27107.28
001001 APUSH/JR AP Field Trip	300.22	0.00	0.00	0.00	300.22	0.00	300.22
001002 Cheerleading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001003 Deming Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001004 Barbara Jurczynszak	1475.00	0.00	0.00	0.00	1475.00	0.00	1475.00
001005 Pavano Memorial	6263.00	0.00	-500.00	0.00	5763.00	0.00	5763.00
001006 PISA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001007 Adult Ed.-SAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001008 Cup of Tea book club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001009 U.S. First	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001010 Acoustic Club	22.50	0.00	0.00	0.00	22.50	0.00	22.50
001011 CAS Katrina Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001012 Americares	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001013 Berlin Helping Berlin	599.34	0.00	0.00	-70.00	529.34	0.00	529.34
001014 Guidance	46090.33	447.00	-3726.73	0.00	42810.60	0.00	42810.60
002000 Business Club	986.79	0.00	-151.47	0.00	835.32	0.00	835.32
002001 Musical Club	12387.18	0.00	0.00	0.00	12387.18	0.00	12387.18
002002 H.O.P.E.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002003 International Club	2200.41	0.00	0.00	0.00	2200.41	0.00	2200.41
002004 Red Cross/Ophelia	631.72	0.00	0.00	0.00	631.72	0.00	631.72
002005 UpBeat Peerleader	56625.10	4058.60	-9909.00	0.00	50774.70	0.00	50774.70
002006 UpBeat Regular	9408.83	1022.00	-826.29	0.00	9604.54	0.00	9604.54
002007 UB Summer Theatre	58.33	0.00	0.00	0.00	58.33	0.00	58.33
002008 Service League	414.97	0.00	0.00	0.00	414.97	0.00	414.97
002009 E S L	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002010 Europe Field Trip	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002011 FTA/Future Teachers	149.90	0.00	0.00	0.00	149.90	0.00	149.90
002012 UpBeat-Women's	194.69	0.00	0.00	0.00	194.69	0.00	194.69
002013 Drama Club	9100.61	0.00	0.00	0.00	9100.61	0.00	9100.61
002014 HOSA(HEALTH	152.53	0.00	0.00	0.00	152.53	0.00	152.53
002015 Spanish Elem.Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002016 Capstone Grant	274.55	0.00	0.00	0.00	274.55	0.00	274.55
002017 Class of 2015	3746.22	0.00	-500.00	0.00	3246.22	0.00	3246.22
002018 NYC Field Trip	2737.30	0.00	0.00	0.00	2737.30	0.00	2737.30
002019 Rita P. Sachetti	1810.41	0.00	-750.00	0.00	1060.41	0.00	1060.41
002020 Health	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002021 Faculty Social Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002022 Debate Club	481.00	0.00	0.00	0.00	481.00	0.00	481.00

06/01/2016

Berlin High School

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From: 05/01/2016

General Ledger Report

From Account:

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To : 05/31/2016

To Account:

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Account Name	Beg. Bal.	Receipts	Disburse	Transfer	End. Bal.	Payables	Working
002023 GLASS	503.80	555.00	-1048.10	0.00	10.70	0.00	10.70
002024 Interact	255.30	1480.00	-727.32	0.00	1007.98	0.00	1007.98
002025 Class of 2014	14598.92	0.00	0.00	0.00	14598.92	0.00	14598.92
002026 Class of 2016	12024.30	26121.00	-2779.35	70.00	35435.95	0.00	35435.95
002027 Class of 2013	4051.21	0.00	0.00	0.00	4051.21	0.00	4051.21
002028 Girls Basketball	0.00	0.00	0.00	0.00	0.00	0.00	0.00
003002 Class of 2009	1168.19	0.00	0.00	0.00	1168.19	0.00	1168.19
003003 Class of 2008	4693.44	0.00	0.00	0.00	4693.44	0.00	4693.44
003004 Class of 2007	2059.29	0.00	0.00	0.00	2059.29	0.00	2059.29
003005 Class of 2010	1553.59	0.00	0.00	0.00	1553.59	0.00	1553.59
003006 Class of 2011	3414.05	0.00	0.00	0.00	3414.05	0.00	3414.05
003007 Class of 2017	8909.21	0.00	-1706.25	0.00	7202.96	0.00	7202.96
003008 Class of 2002	2378.81	0.00	0.00	0.00	2378.81	0.00	2378.81
003009 Class of 2003	424.57	0.00	0.00	0.00	424.57	0.00	424.57
003010 Class of 2004	3209.69	0.00	0.00	0.00	3209.69	0.00	3209.69
003011 Class of 2005	126.05	0.00	0.00	0.00	126.05	0.00	126.05
003012 Class of 2006	1149.92	0.00	0.00	0.00	1149.92	0.00	1149.92
003013 UB Summer Experience	18863.32	700.00	-1700.00	0.00	17863.32	0.00	17863.32
003014 Class of 2019	3771.26	438.00	0.00	0.00	4209.26	0.00	4209.26
003015 Devivo Scholarship	634.25	0.00	0.00	0.00	634.25	0.00	634.25
003016 UpBeat "Wrist" Account	57593.72	0.00	-2470.50	0.00	55123.22	0.00	55123.22
003017 Class of 2018	5737.77	0.00	0.00	0.00	5737.77	0.00	5737.77
003018 UpBeat-Crowe Fund	7619.30	0.00	-500.00	0.00	7119.30	0.00	7119.30
003019 Habitat for Humanity	2384.42	0.00	-250.00	0.00	2134.42	0.00	2134.42
003020 UpBeat Drop In Night	1357.71	0.00	0.00	0.00	1357.71	0.00	1357.71
003021 Upbeat Summer	215.62	0.00	0.00	0.00	215.62	0.00	215.62
003022 UpBeat DeVivo Memorial	1074.21	0.00	-600.00	0.00	474.21	0.00	474.21
004000 Lost Books	807.77	150.00	0.00	0.00	957.77	0.00	957.77
005000 Alumni Scholarship	0.00	0.00	0.00	0.00	0.00	0.00	0.00
005001 BHS Scholarship	4520.78	14850.00	-14750.00	0.00	4620.78	0.00	4620.78
005002 Massirio Wells	3012.16	0.00	0.00	0.00	3012.16	0.00	3012.16
005003 BHS Community	0.00	0.00	0.00	0.00	0.00	0.00	0.00
005006 Lennehan Award	144.01	0.00	0.00	0.00	144.01	0.00	144.01
005007 Faculty Scholarship	1062.79	0.00	-800.00	0.00	262.79	0.00	262.79
005008 Rosahn/Dunn	200.00	0.00	0.00	0.00	200.00	0.00	200.00
005009 Teacher of the Year	889.73	0.00	0.00	0.00	889.73	0.00	889.73
005010 Balfour Scholarship	500.00	0.00	0.00	0.00	500.00	0.00	500.00
005011 Savings-Interest	456.53	0.00	0.00	0.00	456.53	0.00	456.53

06/01/2016

Berlin High School

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From: 05/01/2016

General Ledger Report

From Account:

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To : 05/31/2016

To Account:

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Account Name	Beg. Bal.	Receipts	Disburse	Transfer	End. Bal.	Payables	Working
005012 Unified Sports (Grant)	3314.74	0.00	0.00	0.00	3314.74	0.00	3314.74
005013 CD-Interest	7941.64	0.00	0.00	0.00	7941.64	0.00	7941.64
006000 Adult Education	7342.88	0.00	-1128.73	0.00	6214.15	0.00	6214.15
006001 Barkery/Cookie Closet	199.01	0.00	0.00	0.00	199.01	0.00	199.01
006002 H.E.R.O.	3564.42	0.00	-162.39	0.00	3402.03	0.00	3402.03
006003 Independent Study	0.00	0.00	0.00	0.00	0.00	0.00	0.00
006004 Radio Club	195.60	0.00	0.00	0.00	195.60	0.00	195.60
006005 Graphic Arts	403.63	0.00	0.00	0.00	403.63	0.00	403.63
006006 Ski Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
006007 School Store	99.83	0.00	0.00	0.00	99.83	0.00	99.83
006008 Class of 2012	7790.26	0.00	0.00	0.00	7790.26	0.00	7790.26
006009 Voc.Ed.-Laundry	158.30	0.00	0.00	0.00	158.30	0.00	158.30
006010 BHS Web Club	42.29	0.00	0.00	0.00	42.29	0.00	42.29
007001 Band Fund	10435.43	0.00	0.00	0.00	10435.43	0.00	10435.43
007002 Youth/Gov./Close up	3.40	0.00	0.00	0.00	3.40	0.00	3.40
007004 Literary Magazine	165.64	0.00	0.00	0.00	165.64	0.00	165.64
007005 Chorus Fund	329.39	0.00	0.00	0.00	329.39	0.00	329.39
007006 Project Oceanography	2936.53	940.00	0.00	0.00	3876.53	0.00	3876.53
007007 Science Club	490.54	0.00	0.00	0.00	490.54	0.00	490.54
007008 Student Government	7413.66	0.00	0.00	0.00	7413.66	0.00	7413.66
007009 Tsunami Relief Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
007010 Honor Society	3258.11	20.00	-298.16	0.00	2979.95	0.00	2979.95
007011 Humanities Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00
007012 Youth & Government	0.00	0.00	0.00	0.00	0.00	0.00	0.00
007014 Art Club	23.84	0.00	0.00	0.00	23.84	0.00	23.84
008000 Redcoat Review	108.43	0.00	0.00	0.00	108.43	0.00	108.43
008001 Driver's Education	819.96	2911.00	-2674.30	0.00	1056.66	0.00	1056.66
008002 Field Trips	4081.08	1134.22	-302.74	0.00	4912.56	0.00	4912.56
008003 Upbeat Game Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00
008004 Lamp Fund	2242.88	0.00	0.00	0.00	2242.88	0.00	2242.88
008005 Library Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
008006 Misc. Charges	-2075.80	0.00	0.00	0.00	-2075.80	0.00	-2075.80
008007 Helping Hand	5047.77	55.00	0.00	0.00	5102.77	0.00	5102.77
008008 Holding Account	19072.63	104.06	-1366.27	0.00	17810.42	0.00	17810.42
008009 Student Fund	-245.92	0.00	0.00	0.00	-245.92	0.00	-245.92
Group Total	438409.56	58207.90	-51515.11	0.00	445102.35	0.00	445102.35
Grand Total	438409.56	58207.90	-51515.11	0.00	445102.35	0.00	445102.35

06/01/2016

Berlin High School

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From: 05/01/2016

General Ledger Report

From Account:

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To : 05/31/2016

To Account:

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Account Name	Beg. Bal.	Receipts	Disburse	Transfer	End. Bal.	Payables	Working
000990 Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000991 Cash On Hand	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000992 Checking	349824.44	58207.90	-51515.11	0.00	356517.23	0.00	356517.23
000993 Savings	9732.61	0.00	0.00	0.00	9732.61	0.00	9732.61
000994 Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000995 Massirio Wells	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000997 Bank Accounts	78602.51	0.00	0.00	0.00	78602.51	0.00	78602.51
Group Total	438159.56	58207.90	-51515.11	0.00	444852.35	0.00	444852.35
Grand Total	438159.56	58207.90	-51515.11	0.00	444852.35	0.00	444852.35

BREAKDOWN OF PROFIT OR LOSS
CAFETERIA FUND
JULY 1, 2015 THRU
MAY 31, 2016

TOWN OF BERLIN
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INCOME	TOTAL			%
	5/31/2016	5/31/2015		
STUDENT LUNCHES	\$ 484,037.79	\$ 504,264.32		
TEACHER LUNCHES	\$ 4,835.00	\$ 6,401.05		
BREAKFAST INCOME	\$ 10,478.20	\$ 11,791.35		
BREAKFAST A-LA-CARTE	\$ -			
LUNCH A-LA-CARTE	\$ 13,342.91	\$ 19,557.62		
GRANTS RECEIVED	\$ 154,028.82	\$ 159,397.60		
GRANTS DUE	\$ 40,986.66	\$ 45,510.54		
ACCOUNTS REC. DUE	\$ -	\$ 1,345.54		
.10 Healthy Lunch Reim Due	\$ 8,376.90	\$ -		
.10 Healthy Lunch Reim Rec.	\$ 13,139.00	\$ -		
MISCELLANEOUS INCOME	\$ 38,182.31	\$ 36,793.40		
STATE REIMBURSEMENT	\$ 21,514.00	\$ 20,731.00		
PETTY CASH	\$ -	\$ -		
TOTAL	\$ 788,921.59	\$ 805,792.42		
BANK INTEREST	\$ 788,921.59	\$ 805,792.42		
EXPENSES				
FOOD COSTS	\$ 254,875.81	\$ 270,051.54		34%
LABOR & UNIFORMS	\$ 488,489.50	\$ 488,834.47		61%
PAPER/CLEANING COSTS	\$ 19,414.24	\$ 20,611.86		3%
MISC.(OPER.)	\$ 20,146.95	\$ 28,117.18		3%
BENEFITS	\$ 35,860.83	\$ 40,248.34		5%
MANUAL ADJ PAYROLL				
TOTAL EXPENSES	\$ 818,787.33	\$ 847,863.39		
NET PROFIT/LOSS	\$ (29,865.74)	\$ (42,070.97)		
NET PROFIT/LOSS 6/30/2015		(\$12,760.26)		

PROFIT LOSS 7/1/15 THRU 5/31/2016

					<u>4/30/2016</u>
BERLIN PUBLIC SCHOOLS					
ACTIVITY ACCOUNT		BEG BAL.	RECEIPTS	EXPENDED	BALANCE
MC GEE SCHOOL		\$ 35,058.51	\$ 11,494.53	\$ 8,509.05	\$ 38,043.99
GRISWOLD SCHOOL		\$ 16,726.54	\$ 3,645.50	\$ 7,903.71	\$ 12,468.33
GRISWOLD UPBEAT		\$ 954.66	\$ -	\$ -	\$ 954.66
HUBBARD SCHOOL		\$ 5,485.82	\$ 1,088.81	\$ 2,808.78	\$ 3,765.85
WILLARD SCHOOL		\$ 20,581.57	\$ 3,030.79	\$ 3,568.99	\$ 20,043.37
			\$ -		
WILLARD UPBEAT		\$ 333.91	\$ -	\$ 300.00	\$ 33.91
ADMINISTRATION		\$ 547.63	\$ -	\$ -	\$ 547.63
INTEREST EARNED		\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 79,688.64	\$ 19,259.63	\$ 23,090.53	\$ 75,857.74
			WEBSTER CKG		\$ 75,857.74
MC GEE					
GENERAL		\$ 21,129.14	\$ 10,113.53	\$ 6,176.22	\$ 25,066.45
BAND		\$ -	\$ -	\$ -	\$ -
STUDENT COUNCIL		\$ 1,845.30	\$ 1,381.00	\$ 801.75	\$ 2,424.55
WASHINGTON		\$ 12,084.07	\$ -	\$ 1,531.08	\$ 10,552.99
MUSIC LAB		\$ -	\$ -	\$ -	\$ -
		\$ 35,058.51	\$ 11,494.53	\$ 8,509.05	\$ 38,043.99

Account	Date	Line Memo	Debit	Credit	Memo
00001.15.10.1000.0022.60.6110.60	1/8/2016	Instructional Supplies	\$0.00	(\$1,600.00)	BUDGET ADJ. PER EG
00001.15.10.1000.0022.60.6411.60	1/8/2016	Workbooks	\$0.00	(\$3,500.00)	BUDGET ADJ. PER EG
00001.15.10.1000.0006.60.6110.60	1/8/2016	Instructional Supplies	\$5,100.00	\$0.00	BUDGET ADJ. PER EG
00001.51.20.2500.2071.40.4300.30	1/13/2016	Repair & Maintenance	\$0.00	(\$10,209.00)	BUDGET ADJ. PER EG
00001.61.20.2400.2070.40.4300.30	1/13/2016	Repair & Maintenance	\$10,209.00	\$0.00	BUDGET ADJ. PER EG
00001.31.20.2400.2070.60.6121.60	1/13/2016	Administration Supplies	\$15,600.00	\$0.00	TOF OF FUNDS PER MEMO DATED 1/12/2016 FROM KENNEDY TO EG
00001.31.10.1000.0013.60.6110.60	1/13/2016	Instructional Supplies	\$0.00	(\$3,300.00)	TOF OF FUNDS PER MEMO DATED 1/12/2016 FROM KENNEDY TO EG
00001.31.10.1000.0017.60.6410.60	1/13/2016	Textbooks	\$0.00	(\$4,800.00)	TOF OF FUNDS PER MEMO DATED 1/12/2016 FROM KENNEDY TO EG
00001.31.10.1000.0019.60.6120.60	1/13/2016	Non Instructional Supplies	\$0.00	(\$3,150.00)	TOF OF FUNDS PER MEMO DATED 1/12/2016 FROM KENNEDY TO EG
00001.31.10.1000.0031.60.6110.60	1/13/2016	Instructional Supplies	\$0.00	(\$2,850.00)	TOF OF FUNDS PER MEMO DATED 1/12/2016 FROM KENNEDY TO EG
00001.31.20.2120.2062.80.8100.80	1/13/2016	Dues & Fees	\$0.00	(\$1,500.00)	TOF OF FUNDS PER MEMO DATED 1/12/2016 FROM KENNEDY TO EG
00001.11.20.2110.2061.60.6121.60	2/3/2016	Administration Supplies	\$0.00	(\$130.00)	TOF PER MEMO FROM SOUZA TO EG
00001.11.20.2220.2067.60.6111.60	2/3/2016	Audio/Visual Supplies	\$190.00	\$0.00	TOF PER MEMO FROM SOUZA TO EG
00001.11.20.2220.2067.60.6111.60	2/12/2016	Audio/Visual Supplies	\$0.00	(\$200.00)	TOF PER SOUZA MEMO DATED 2/10/2016
00001.11.20.2110.2061.60.6121.60	2/12/2016	Administration Supplies	\$200.00	\$0.00	TOF PER SOUZA MEMO DATED 2/10/2016
00001.51.20.2570.2072.30.5510.30	2/29/2016	Printing	\$0.00	(\$5,000.00)	TOF PER MEMO DATED 2/26/16
00001.51.20.2500.2071.50.5510.30	2/29/2016	Printing	\$5,000.00	\$0.00	TOF PER MEMO DATED 2/26/16
00001.21.10.1000.0025.11.1110.11	3/18/2016	Certified Salaries Teachers	\$1,000.00	\$0.00	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.21.10.1000.0027.11.1110.11	3/18/2016	Certified Salaries Teachers	\$0.00	(\$1,000.00)	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.11.20.2400.2070.12.1230.12	3/18/2016	Clerical Salaries	\$2,562.15	\$0.00	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.14.20.2400.2070.12.1230.12	3/18/2016	Chowanec, Dolores M	\$1,830.12	\$0.00	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.15.20.2400.2070.12.1230.12	3/18/2016	Clerical Salaries	\$2,165.48	\$0.00	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.21.20.2400.2070.12.1230.12	3/18/2016	Clerical Salaries	\$7,877.54	\$0.00	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.31.20.2860.2051.12.1230.12	3/18/2016	Clerical Salaries	\$869.30	\$0.00	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.31.20.2120.2062.12.1230.12	3/18/2016	Clerical Salaries	\$1,898.25	\$0.00	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.31.20.2220.2067.12.1230.12	3/18/2016	Stocking, Michele	\$1,820.25	\$0.00	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.45.12.1260.1260.12.1230.12	3/18/2016	Clerical Salaries	\$5,774.25	\$0.00	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.51.20.2320.2069.12.1230.12	3/18/2016	Clerical Salaries	\$4,765.29	\$0.00	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.51.20.2570.2072.12.1230.12	3/18/2016	Daniata	\$6,956.45	\$0.00	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.61.20.2110.2061.12.1230.12	3/18/2016	Clerical Salaries	\$633.29	(\$37,152.37)	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.61.20.2600.2073.60.6131.60	3/18/2016	Custodian Materials	\$0.00	(\$428.16)	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.61.20.2600.2073.60.6130.60	3/18/2016	Custodial Supplies	\$428.16	\$0.00	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.21.32.3200.3225.11.4114.11	3/18/2016	Director & Advisor Salaries	\$2,196.03	\$0.00	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.31.20.2860.2051.11.1114.11	3/18/2016	Leonard, Adam	\$7.00	\$0.00	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.21.32.3200.3250.11.1114.11	3/18/2016	Director & Advisor Salaries	\$0.00	(\$2,203.03)	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.21.10.1000.0019.11.1115.11	3/18/2016	Dept. Head & Coord Salary	\$3,342.50	\$0.00	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.21.20.2220.2067.11.1115.11	3/18/2016	Dept. Head & Coord Salary	\$1.00	\$0.00	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.31.10.1000.0006.11.1115.11	3/18/2016	Dept. Head & Coord Salary	\$0.00	(\$3,343.50)	BUDGET ADJUSTMENTS 3/18/2016 PER EVA G.
00001.31.32.3200.3102.80.8120.80	3/31/2016	Tournament Fees	\$100.00	\$0.00	BUDGET ADJUSTMENT PER EG SEE SHEET
00001.31.32.3200.3108.80.8120.80	3/31/2016	Tournament Fees	\$150.00	\$0.00	BUDGET ADJUSTMENT PER EG SEE SHEET
00001.21.32.3200.3105.80.8120.80	3/31/2016	Tournament Fees	\$115.00	\$0.00	BUDGET ADJUSTMENT PER EG SEE SHEET
00001.31.32.3200.3210.80.8120.80	3/31/2016	Tournament Fees	\$0.00	(\$355.00)	BUDGET ADJUSTMENT PER EG SEE SHEET
00001.31.32.3200.3204.80.8120.80	3/31/2016	Tournament Fees	\$0.00	(\$10.00)	BUDGET ADJUSTMENT PER EG SEE SHEET
00001.31.32.3200.3113.80.8120.80	3/31/2016	Tournament Fees	\$85.00	\$0.00	BUDGET ADJUSTMENT PER EG SEE SHEET
00001.31.32.3200.3103.80.8120.80	3/31/2016	Tournament Fees	\$0.00	(\$85.00)	BUDGET ADJUSTMENT PER EG SEE SHEET
00001.31.32.3200.3205.80.8120.80	3/31/2016	Tournament Fees	\$181.00	\$0.00	BUDGET ADJUSTMENT PER EG SEE SHEET
00001.31.32.3200.3105.80.8120.80	3/31/2016	Tournament Fees	\$238.00	\$0.00	BUDGET ADJUSTMENT PER EG SEE SHEET