



***Arlington Public Schools***  
***Business Office***  
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***Arlington, Massachusetts 02476***  
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November 9, 2015

Dear Members of the School Committee:

Attached please find the November 2015 monthly tracking reports, which consist of:

Monthly Summary Report

Budget Tracking Report as of November 3, 2015

Grant Expenditure Report as of November 3, 2015

Revolving Expenditure Report as of November 3, 2015

Revolving Revenues as of November 3, 2015

The Budget Tracking report is still projecting some overage, primarily in the area of facilities. As you know, the High School elevator is down, and requires a major repair that will set the elevator line \$80,000 over budget. I sincerely hope that I will be reporting the elevator in full repair by next month.

At this time of year, we encumber our estimates for the entire year where we can. We also do the majority of our repair and upgrade work during the summer months while school is out of session. Of course, supplies and instructional materials are also purchased heavily during the summer months in anticipation of the school year. At this point, we project each budget line as if it will be fully expended, which is contrary to our experience, but is the most conservative way to consider our expenditure patterns.

Sincerely,

Diane Fisk Johnson