

Business Manager Report- Paul Fritz
February 26, 2009

1 General Ledger Bank Account Balances January 31, 2009

General Fund Cash Accounts PNC, PSDLAF, PSDMAX, PLGIT	\$ 635,923.35
ECTS Capital Reserve Fund, PSDLAF	\$ 353,292.00
Food Service Fund- PNC	\$ 10,113.03
Student Activities Fund-PNC	\$ 4,280.74
Total All Funds- bank balances	\$ 1,003,609.12
ECVT Foundation- PSDLAF/PSDMAX	\$ 10,997.27
ECVT Foundation-ECF (6/30/08)	\$ 181,582.26
Total ECVT Foundation	\$ 192,579.53

2 General Fund- January 31, 2009
Revenue and Expenditure Summary

ECTS-High School	Annual Budget	Actual	%
Fund Balance July 1, 2008	\$ 36,726	\$ 182,313	
		Year-to-Date	
Revenue	\$ 5,464,349	\$ 2,867,068	52.47%
Expenditure and reserve	\$ 5,462,471	\$ 2,723,300	49.85%
Change	\$ 1,878	\$ 143,768	
Year-to-date Fund Balance-	\$ 38,604	\$ 326,081	

RCTC	Annual Budget	Actual	%
Fund Balance July 1, 2008	\$ 129,431	\$ 171,151	
		Year-to-Date	
Revenue	\$ 472,695	\$ 166,964	35.32%
Expenditure and reserve	\$ 472,695	\$ 191,098	40.43%
Change	\$ -	\$ (24,134)	
Year-to-date Fund Balance-	\$ 129,431	\$ 147,017	

3 Food Service Fund- January 31, 2009
Income and Expense Summary

	Annual Budget	Actual	%
Retained Earnings- July 1, 2008	\$ 66,163	\$ 66,163	
		Year-to-Date	
Revenue	\$ 133,709	\$ 89,671	67.06%
Expense	\$ 133,709	\$ 85,264	63.77%
Gain/ (loss)	\$ -	\$ 4,407	
Year-to-date Retained earnings	\$ 66,163	\$ 70,570	

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ECTS Capital Reserve Fund-		January 31, 2009
		Actual
Fund Balance-July 1, 2008		
Designated-Transition Center		88,852
Undesignated	\$	302,695
	\$	391,547
		Year-to-Date
Plus:		
Transfers from General Fund (land sale)	\$	37,000
Interest-PSDLAF	\$	5,684
	\$	42,684
Less:		
Transition Center expenditures	\$	49,145
Capital purchases-automobile	\$	26,610
Capital purchases-technology	\$	7,924
	\$	83,679
Year-to-date Fund Balance	\$	350,552
Designated-Transition Center	\$	39,707
Undesignated	\$	310,845
	\$	350,552

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NOREBT-ECTS 07-08		mo/EE \$889	mo/EE \$74	no/EE \$9.5	mo/EE \$972.50	Mini-
		Medical/ Rx	Dental	Vision	Total	pool
Account Balance July 1, 2008		\$ 251,184	\$ -	\$ -	\$ 251,184	\$ 378,368
Plus: YTD Contributions+receipts		\$ 130,560	\$ 12,130	\$ 1,784	\$ 144,474	\$ 22,742
Less: YTD gross claims		\$ 106,184	\$ 8,567	\$ 1,837	\$ 116,588	\$ -
Less: Admin expenses/stop-loss ins		\$ 9,608	\$ 513	\$ 139	\$ 10,260	\$ -
Less: Total YTD claims/exps.		\$ 115,792	\$ 9,080	\$ 1,975	\$ 126,847	\$ -
Total YTD claims and expenses						
YTD contribution less expense		\$ 14,768	\$ 3,050	\$ (192)	\$ 17,626	\$ 22,742
Account balance -9/30/2008 YTD	3	\$ 265,952	\$ 3,050	\$ (192)	\$ 268,810	\$ 401,110
Months of claims + expenses in reserve		6.9	1	\$ (0.3)	6.4	
avg monthly claims + expenses		\$ 38,597	\$ 3,027	\$ 658	\$ 42,282	
NOREBT- prepaid claims/expenses						
ECTS account balances		\$ 268,810				
Mini-pool - ECTS share of trust		\$ 401,110				
Reserved Fund Balance-prepaid medical		\$ 669,920				

6 Other information

- 1 Brake Press- scheduled delivery week of February 16, 2009
- 2 Policy 118 Production and Service Work in the labs - Revisions proposed
The proposed revisions streamline and acknowledge actual practice in the labs.
Several instructors worked with the Business Manager to develop the revised policy and forms to simplify the process but retain accountability.

Meetings, training workshops

- 1 PASBO-State Performance and Technology Audits
1/21/09- webcast to desktop
- 2 PASBO-Best Practices- Internal Control
12/16/08 -webcast to desktop
- 3 PSBA- GASB 45-Other Post Employment Benefits
2/12/09-webcast to desktop
- 4 PAEJPC-Going Green seminar
PA Education Joint Purchasing Council
2/11/09-Bayfront Convention Center, Erie, PA
- 5 PASBO-Commonwealth Budget Seminar
2/26/09- webcast to desktop