

Business Manager Report- prepared by Paul Fritz
November 23, 2010

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General Ledger Bank Account Balances-		October 31 2010
General Fund Cash Accounts		
PNC, PSDLAF, PSDMAX, PLGIT	\$	978,110.67
ECTS Capital Projects Fund, PSDLAF	\$	144,460.25
Food Service Fund- PNC	\$	11,841.26
Student Activities Fund-PNC	\$	3,938.32
Total All Funds- Bank Balances	\$	1,138,350.50
ECVT Foundation- PSDLAF	\$	3,805.09
ECVT Foundation-ECF (9/30/10)	\$	173,319.34
Total ECVT Foundation	\$	177,124.43

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General Fund-		October 31 2010
Revenue and Expenditure Summary		

ECTS-High School	Annual Budget	YTD Actual	%
HS Fund Balance July 1, 2010	\$ 78,978	\$ 283,078	
Designated PSERS Fund Balance July 1, 2010	\$ 43,750	\$ 43,750	
Revenue	\$ 5,826,742	\$ 1,678,323	28.80%
Expenditure and reserve	\$ 5,784,183	\$ 1,375,115	23.77%
Change	\$ 42,559	\$ 303,209	
Fund Balance-Designated-PSERS	\$ 86,250	\$ 86,250	
Fund Balance-Undesignated	\$ 79,037	\$ 543,787	

RCTC	Annual Budget	YTD Actual	%
Fund Balance July 1, 2010	\$ 84,383	\$ 144,750	
Revenue	\$ 402,927	\$ 80,597	20.00%
Expenditure and reserve	\$ 402,927	\$ 77,881	19.33%
Change	\$ -	\$ 2,715	
Fund Balance-Designated-RCTC	\$ 84,383	\$ 147,465	

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Food Service Fund- Income and Expense Summary		October 31 2010		
	Annual Budget	YTD-Actual		
Retained Earnings- July 1, 2010	\$ 60,668	\$ 60,668		
Revenue	\$ 180,000	\$ 46,787	25.99%	
Expense	\$ 180,000	\$ 43,070	23.93%	
Gain/ (loss)	\$ -	\$ 3,718		
Year-to-date Retained earnings	\$ 60,668	\$ 64,386		

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ECTS Capital Projects Fund-		October 31 2010
		YTD-Actual
Fund Balance-July 1, 2010		
Designated-Transition Center		19,134
Designated-Lighting Construction		214,215
Undesignated	\$	107,167
	\$	340,516
Plus:		
Transfers from General Fund Budgeted	\$	10,400
Interest-PSDLAF	\$	2,778
	\$	13,178
Less:		
Transition Center Kitchen	\$	8,223
Lighting construction project	\$	201,658
	\$	209,881
Fund Balance	\$	143,812
Designated-Transition Center	\$	10,911
Designated- Lighting Project	\$	12,557
Undesignated	\$	120,345
	\$	143,812

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Student Activity Fund		October 31 2010
		YTD-Actual
<u>Fund Balances- July 1, 2010</u>		
Designated-SkillsUSA	\$	2,703
Designated-NTHS	\$	817
	\$	3,520
<u>Revenue</u>		
SkillsUSA	\$	482
National Technical Honor Society	\$	37
	\$	519
<u>Expenditure</u>		
SkillsUSA	\$	100
National Technical Honor Society	\$	-
	\$	100
<u>Fund Balances- YTD</u>		
Designated-SkillsUSA	\$	3,085
Designated-NTHS	\$	854
	\$	3,939

NOREBT-ECTS 2009-2010		mo/EE \$954	mo/EE \$74	mo/EE \$11	mo/EE \$1,039	Mini-
		Medical/ Rx	Dental	Vision	Total	pool
Account Balance July 1, 2010		\$ 113,736	\$ -	\$ -	\$ 113,736	\$ 378,215
Plus: YTD Contributions+receipts		\$ 157,198	\$ 10,044	\$ 1,620	\$ 168,862	\$ 28,040
Less: YTD gross claims		\$ 216,624	\$ 12,950	\$ 3,398	\$ 232,972	\$ -
Less: Admin expenses/stop-loss ins		\$ 9,084	\$ 520	\$ 140	\$ 9,744	\$ 28,040
Less: Total YTD claims/exps.		\$ 225,708	\$ 13,469	\$ 3,538	\$ 242,715	\$ 28,040
Total YTD claims and expenses						
YTD contribution less expense		\$ (68,510)	\$ (3,425)	\$ (1,918)	\$ (73,853)	\$ -
Account balance -09/30/10 YTD	3	\$ 45,226	\$ (3,425)	\$ (1,918)	\$ 39,883	\$ 378,215
Months of claims + expenses in reserve		0.6	(1)	(1.7)	0.5	
avg monthly claims + expenses		\$ 75,236	\$ 4,490	\$ 1,179	\$ 80,905	
NOREBT- prepaid claims/expenses						
ECTS account balance		\$ 39,883				
Mini-pool - ECTS share of trust assets		\$ 378,215				
Wellness balance		\$ 4,266				
Reserved Fund Balance-prepaid medical		\$ 422,363				

7 Other information

1 PA Auditor General - exit conference 11/19

2 2011-2012 Budget

District and CTC ADM data is being collected for the funding formula calculation

PAC should have a complete preliminary budget for the December meeting

3 VISA cardholder monthly statements- all received by the due date

4 Bid proposals- industrial robot

Partly funded by a grant through Workforce Leardeship Partnership and PMI - Precision Manufacturing Institute, Meadville

Recommend bid award to FANUC Robotics, \$24,218

5 Tractor purchase- Steve Sceiford has requested that the 1990 John Deere tractor and snow blower be replaced this year.

COSTARS state contract purchasing price of \$25,718.20 includes the tractor, snow blower, and trade-in.

Payment will be made from the Capital Projects Fund

6 Industrial Appraisal- proposal accepted for a site visit and update of our property values

The last report was 2001. The update quote is \$4,975.

Our fixed asset reporting system does provide annual update information to Industrial Appraisal

7 The supplier for office supplies, paper etc. through US Communities cooperative purchasing contract

has changed from Office Depot to Independent Stationers effective 1/1/2011

P-card holders as are being set-up to use in their system

Office Depot may be available under a different national contract

8 Career and Alternative Education Program enrollment through 10/31 average is 54

with an annulaized operating loss of \$25,276

(2009-10 average enrollment was 54 with an operating loss of \$15,954)

8 Outside meetings and training workshops/webcasts

11/18/10- Webinar- IRS compliance- purchasing cards-presented by VISA

11/23/10-NW PASBO meeting in Meadville

CAEP - Summary

District Invoices	2010-2011 Budget	2010-11 Annualized estimate	2010-11 avg #	Actual 2010-11 YTD	Aug/Sept	Oct
Crawford Central		\$ 43,179	3.69	\$ 10,075	\$ 4,420.00	\$ 5,655.00
Fairview		\$ 33,707	2.88	\$ 7,865	\$ 3,315.00	\$ 4,550.00
Ft LeBoeuf		\$ 84,407	7.21	\$ 19,695	\$ 10,920.00	\$ 8,775.00
General McLane		\$ 49,864	4.26	\$ 11,635	\$ 4,810.00	\$ 6,825.00
Girard		\$ 36,771	3.14	\$ 8,580	\$ 3,445.00	\$ 5,135.00
Harbor Creek		\$ 11,700	1.00	\$ 2,730	\$ 1,430.00	\$ 1,300.00
Iroquois		\$ 90,536	7.74	\$ 21,125	\$ 9,815.00	\$ 11,310.00
Millcreek		\$ 96,943	8.29	\$ 22,620	\$ 11,570.00	\$ 11,050.00
North East		\$ 120,900	10.33	\$ 28,210	\$ 15,210.00	\$ 13,000.00
Northwestern		\$ 6,407	0.55	\$ 1,495	\$ 1,430.00	\$ 65.00
Union City		\$ 45,686	3.90	\$ 10,660	\$ 5,720.00	\$ 4,940.00
Wattsburg		\$ 12,536	1.07	\$ 2,925	\$ 1,625.00	\$ 1,300.00
Total Revenue =180*65*\$65	\$ 760,500	\$ 632,636	54.07	\$ 147,615	\$ 73,710.00	\$ 73,905.00
10-1442-329-SARCC =180*65*\$57	\$ 666,900	\$ 579,343		\$ 135,180	\$ 68,001	\$ 67,179
				23%		
10-1442-100/200	\$ 38,131	\$ 39,069	23%	\$ 9,116		
10-1442-580/610	\$ 39,500	\$ 39,500		\$ 8,701		
Total 1442	\$ 744,531	\$ 657,912		\$ 152,997		
				23%		
Revenue less Expense	\$ 15,969	\$ (25,276)		\$ (5,382)		
Revenue from Districts	\$ 760,500	\$ 632,636		\$ 147,615	\$ 73,710	\$ 73,905
Days	180	180		42	22	20
				23%		
per day rate	\$ 65.00	\$ 65.00		\$ 65.00		
# students-average	65	54		54	52	57
10-1442-329-SARCC	\$ 666,900	\$ 579,343		\$ 135,180	\$ 68,001	\$ 67,179
Days	180	180		42	22	-
per day rate	\$ 57	\$ 60		\$ 60	\$ 60	\$ 59

VISA Statement and Receipts
date received log

Card Holder	08/27/10	09/27/10	10/27/10
Camp, Mary Ellen	9/7/2010	10/4/2010	11/5/2010
DiPlacido, Frank	9/7/2010	10/15/2010	11/8/2010
Donnell, William	9/3/2010	10/5/2010	11/8/2010
Fatica, Natalie	N/A	N/A	11/4/2010
Fritz, Paul	9/7/2010	10/11/2010	11/5/2010
Harpst, Linda	9/7/2010	N/A	11/4/2010
Heubel, Patricia	9/3/2010	N/A	11/4/2010
Hodas, Patricia	N/A	10/14/2010	11/8/2010
Holland, Patrick	9/3/2010	10/14/2010	N/A
Jackson, Aldo	9/7/2010	10/5/2010	11/4/2010
Neely, Tiffany	N/A	10/4/2010	11/5/2010
Kennerknecht, Jan	9/3/2010	10/4/2010	10/8/2010
Lasher, Pam	9/3/2010	10/4/2010	11/4/2010
Palloto, Kathy	9/10/2010	10/18/2010	11/10/2010
Sceiford, Steven	9/3/2010	10/4/2010	11/4/2010
Smith, Jeffrey	9/3/2010	10/13/2010	11/11/2010
Tarasovitch, Joseph	9/3/2010	10/5/2010	11/4/2010
Balsiger, Kenneth	9/3/2010	10/5/2010	11/5/2010
Bright, Tamara	N/A	10/11/2010	11/4/2010
Carr, Sandra	9/3/2010	10/4/2010	11/9/2010
Craft, Robert	9/14/2010	10/4/2010	11/9/2010
Cyphert, Mark	9/3/2010	10/4/2010	11/4/2010
Erdman, Donna	9/3/2010	10/12/2010	11/12/2010
Grimes, Robin	9/7/2010	10/5/2010	11/9/2010
Grossman, Janet	9/3/2010	10/4/2010	11/5/2010
Hamilton, Stephanie	N/A	N/A	N/A
Hewitt, Roach	9/3/2010	10/4/2010	11/4/2010
Hofmeister, Don	9/3/2010	10/5/2010	10/10/2010
Lucarotti, Andrea	9/3/2010	10/11/2010	11/5/2010
Lytle, Charles	9/3/2010	10/5/2010	11/9/2010
Massello, Tracy	N/A	10/19/2010	11/16/2010
Michalak, David	9/9/2010	10/20/2010	11/18/2010
Mientkiewicz, Timothy	9/3/2010	10/4/2010	11/4/2010
Oakes, Curt	9/3/2010	N/A	11/18/2010
Palo, Patricia	9/7/2010	N/A	11/8/2010
Salorino, Joseph	N/A	10/20/2010	11/18/2010
Sargent, Mariea	9/3/2010	10/4/2010	11/5/2010
Scalise, Lesa	N/A	10/14/2010	11/16/2010
Shaffer, Elaine	9/3/2010	10/6/2010	11/4/2010
Sorensen, Lisa	9/7/2010	10/11/2010	11/5/2010
States, Sherry	9/7/2010	10/12/2010	11/15/2010
Suprynowicz, Robert	N/A	10/6/2010	11/18/2010
Wilber, Danielle	N/A	10/20/2010	11/5/2010
Yanosko, David	9/3/2010	10/7/2010	11/10/2010
Zimmermann, Phylis	9/3/2010	10/14/2010	11/10/2010