5/15/2013

Business Manager's Report
May 2013

Prepared by MD Jones

1	General Ledger Bank Account Balances	Apr 30, 2013	Mar 31, 2013	Change
	General Fund Cash Accounts			
	PNC, PSDLAF, PSDMAX, PLGIT	$ 1,750,671.17	$ 1,584,182.69	$ 166,488.48
	Capital Projects Fund, PSDLAF	$ 326,878.26	$ 326,878.25	$ 0.01
	Food Service Fund- PNC	$ 19,304.36	$ 23,818.88	$ (4,514.52)
	Student Activities Fund-PNC	$ 3,628.65	$ 5,258.95	$ (1,630.30)
	Flexible Spending Acct, Act 93 403(b)- PNC	$ 482.45	$ 1,146.62	$ (664.17)
	Total All Funds- Bank Balances	$ 2,100,964.89	$ 1,941,285.39	$ 159,679.50
				$ -
	ECVT Foundation- PSDLAF	$ 39,695.75	$ 39,171.14	$ 524.61
	ECVT Foundation-ECF (3/31/13)	$ 204,195.95	$ 200,777.53	$ 3,418.42
	Total ECVT Foundation	$ 243,891.70	$ 239,948.67	$ 3,943.03

2 General Fund (Fund 10) Revenue and Expenditure Summary	Apr 30,2013		
	This month's report subject to verification		
	Annual Budget	YTD Actual	%
ECTS-High School			
Fund Balances - July 1, 2012			
Fund Balance-Unassigned-(High School)	$ 627,062	$ 627,062	
Fund Balance-Assigned PSERS	$ 128,250	$ 128,250	
Fund Balance-Non-Spendable-NOREBT	$ 547,128	$ 547,128	
Fund Balance-Non-Spendable-Inventory	$ 202,009	$ 202,009	
	$ 1,504,449	$ 1,504,449	
Revenue-Local Sources & Districts	$ 4,653,058	$ 3,872,738	83.23%
Revenue-All Other Sources	$ 1,212,835	$ 977,105	80.56%
Total Revenue	$ 5,865,893	$ 4,849,843	
Expenditure and reserve	$ 5,936,870	$ 4,119,855	69.39%
Change	$ (70,977)	$ 729,988	
Fund Balances			
Fund Balance-Unassigned-(High School)	$ 627,061	$ 627,061	$ 0
Fund Balance-Assigned PSERS	$ 128,250	$ 128,250	$ -
Fund Balance-Non-Spendable-NOREBT	$ 547,128	$ 547,128	$ -
Fund Balance-Non-Spendable-Inventory	$ 202,009	$ 202,009	$ -
	$ 1,504,448	$ 1,504,448	$ 0
RCTC			
Fund Balance July 1, 2012	$ 148,449	$ 148,449	$ -
Revenue	$ 225,356	$ 220,092	97.66%
Expenditure and reserve	$ 207,902	$ 200,700	96.54%
Change	$ 17,454	$ 19,392	
Fund Balance-Assigned-RCTC	$ 126,151	$ 167,841	$ 41,690

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Food Service Fund (Fund 51) Revenue and Expenditure Summary	Apr 30, 2013		
	Annual Budget	YTD-Actual	%
Fund Balances - July 1, 2012			
Fund balance-Assigned-Food Services	$ 15,485	$ 15,485	$ -
Fund Balance-Assigned-Capital Assets (net)	$ 33,619	$ 33,619	$ -
	$ 49,104	$ 49,104	
Operating Revenue	$ 206,680	$ 147,971	71.59%
Operating Expense	$ 202,385	$ 131,950	65.20%
Depreciation expense	$ 4,295	$ -	0.00%
Gain/(Loss)	$ -	$ 16,021	
Fund Balances - Ending			
Fund balance-Assigned-Food Services	$ 15,485	$ 15,485	$ -
Fund Balance-Assigned-Capital Assets	$ 33,619	$ 33,619	$ -
	$ 49,104	$ 49,104	

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ECTS Capital Projects Fund (Fund 21) Revenue and Expenditure Summary	Apr 30, 2013		
	Annual Plan	YTD-Actual	%
Fund Balance-July 1, 2012			
Assigned-Transition Center	$ 4,065	$ 4,065	$ -
Assigned-Capital Projects	$ 382,441	$ 382,441	$ -
	$ 386,506	$ 386,506	$ -
Plus:			
Transfers from General Fund-2012-13	$ 33,946	$ 33,900	99.86%
Interest	$ 1,000	$ 177	17.74%
	$ 34,946	$ 34,077	97.51%
Less:			
Beals-McMahon Buildings - painting exterior	$ 67,620	$ 67,620	100.00%
HRL&C-architect fees-exterior painting	$ 4,206	$ 833	19.81%
HRL&C-architect fees-exterior -other	$ 15,794	$ 13,936	88.24%
Technology- servers/hardware	$ 10,000	$ 11,317	113.17%
Transition Center equipment	$ 4,065	$ -	0.00%
	$ -		
	$ 101,685	$ 93,706	92.15%
Fund Balance			
Assigned-Transition Center	$ 4,065		
Assigned-Capital Projects	$ 315,702		
	$ 319,767		

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Student Activity Fund (Fund 81)		Apr 30, 2013
		YTD-Actual
Fund Balances- July 1, 2012		
Designated-SkillsUSA	$	300
Designated-NTHS	$	-
	$	300
Revenue + Transfers		
SkillsUSA	$	20,679
National Technical Honor Society	$	2,895
	$	23,575
Expenditure		
SkillsUSA	$	19,651
National Technical Honor Society	$	1,966
	$	21,617
Fund Balances- YTD		
Assigned-SkillsUSA	$	1,328
Assigned-NTHS	$	930
	$	2,258

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NOREBT-ECTS Per Employee Per Month	Medical/ Rx $ 1,183	Dental $ 72	Vision $ 13	Total $ 1,268	Excess Loss fund	Wellness Fund	Total
Account Balance July 1, 2012	$ 119,555	$ -	$ -	$ 119,555	$ 436,492	$ 7,334	$ 563,381
Plus: YTD Contributions+receipts	$ 299,552	$ 21,300	$ 3,900	$ 324,752	$ 55,628	$ 903	
Plus: Prescription formulary rebate	$ -			$ -			
Plus: Interest allocation	$ 481			$ 481			
Plus: PA Trust refund	$ 1,335			$ 1,335			
Plus: reimbursement from excess loss fund	$ -			$ -			
	$ 301,368	$ 21,300	$ 3,900	$ 326,568	$ 55,628	$ 903	$ 383,099
Less: YTD gross claims	$ (223,537)	$ (24,006)	$ (2,693)	$ (250,236)			
Less: YTD gross claims- prescription	$ (63,626)			$ (63,626)			
Less: Large claims management(adj)					$ (577)		
Less: Stop Loss insurance					$ (56,548)		
Less: reimbursement for large claims over 40K							
Less: PA Trust refund				$ -	$ (933)		
Less: other expense-	$ -			$ -			
Less: Admin expenses/stop-loss ins	$ (17,347)	$ (957)	$ (248)	$ (18,552)		$ (62)	
Less: Total YTD claims/exps.	$ (304,510)	$ (24,963)	$ (2,941)	$ (332,414)	$ (58,058)	$ (62)	$ (390,534)
Total YTD claims and expenses							
YTD contribution less expense	$ (3,142)	$ (3,663)	$ 959	$ (5,846)	$ (2,430)	$ 841	$ (7,436)
Account balance -12/31/2012 YTD	$ 116,413	$ (3,663)	$ 959	**$ 113,709**	$ 434,062	$ 8,174	$ 555,945
Months of claims + expenses in reserve	1.1	(0.4)	1.0	1.0			
avg monthly claims + expenses	$ 101,503	$ 8,321	$ 980	$ 110,805			

No change since march report

Other information

A. Accomplishments:

-Insurance renewal applications are complete and into the agend
-End of year budget review with Director
-Performed within function budget transfers
-RFP opening for Career Alternative Education Program
-all PSERS contract records have been submitted for retiring staff members
-unauthorized use on one Visa-card has been closed and disupte documents have been submitted to PNC
-Planned for overlapping absence of Business Office Secretary and HR/Quality Coordinator
-attended the Municpal Law Conference
-met with payroll services contractor about streamlining the payroll process with ProSoft