

12/12/2013

Business Manager's Report
December 2013

Prepared by MD Stokes

1	General Ledger Bank Account Balances	Nov 30, 2013	Oct.31, 2013	Change
	General Fund Cash Accounts			
	PNC, PSDLAF, PSDMAX, PLGIT	\$ 1,844,337.35	\$ 1,762,962.64	\$ 81,374.71
	Capital Projects Fund, PSDLAF	\$ 334,404.19	\$ 334,404.19	\$ -
	Food Service Fund- PNC	\$ 23,143.84	\$ 31,375.27	\$ (8,231.43)
	Student Activities Fund-PNC	\$ 12,032.36	\$ 1,976.86	\$ 10,055.50
	Flexible Spending Acct, Act 93 403(b)- PNC	\$ 856.77	\$ 1,490.35	\$ (633.58)
	Total All Funds- Bank Balances	\$ 2,214,774.51	\$ 2,132,209.31	\$ 82,565.20
				\$ -
	ECVT Foundation- PSDLAF	\$ 9,927.04	\$ 9,908.35	\$ 18.69
	ECVT Foundation-ECF (Oct 2013)	\$ 211,459.49	\$ 211,459.49	\$ -
	Total ECVT Foundation	\$ 221,386.53	\$ 221,367.84	\$ 18.69

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General Fund (Fund 10) Revenue and Expenditure Summary		Nov 30,2013			
		This month's report subject to verification			
		Annual Budget	YTD Actual	%	
ECTS-High School					
Fund Balances - July 1, 2013					
Fund Balance-Unassigned-(High School)	\$	884,725	\$	787,725	
Fund Balance-Assigned PSERS	\$	128,250	\$	225,250	
Fund Balance-Non-Spendable-NOREBT	\$	521,499	\$	521,499	
Fund Balance-Non-Spendable-Inventory	\$	137,841	\$	137,841	
	\$	1,672,315	\$	1,672,315	
Revenue-Local Sources & Districts	\$	4,543,770	\$	1,778,324	39.14%
Revenue-All Other Sources	\$	1,259,601	\$	396,448	31.47%
Total Revenue	\$	5,803,371	\$	2,174,772	
Expenditure and reserve	\$	5,823,641	\$	1,911,208	32.82%
Change	\$	(20,270)	\$	263,564	
Fund Balances					
Fund Balance-Unassigned-(High School)	\$	884,725	\$	480,000	\$ (404,725)
Fund Balance-Assigned PSERS	\$	128,250	\$	282,975	\$ 154,725
Fund Balance-Assigned to New Program	\$	-	\$	250,000	
Fund Balance-Non-Spendable-NOREBT	\$	521,499	\$	521,499	\$ -
Fund Balance-Non-Spendable-Inventory	\$	148,427	\$	148,427	\$ -
	\$	1,682,901	\$	1,682,901	\$ -
RCTC					
Fund Balance July 1, 2013	\$	146,076	\$	146,076	\$ -
Revenue	\$	225,356	\$	96,151	42.67%
Expenditure and reserve	\$	207,922	\$	82,088	39.48%
Change	\$	17,434	\$	14,062	
Fund Balance-Assigned-RCTC	\$	146,076	\$	146,076	\$ -

3	Food Service Fund		November 30, 2013		
	(Fund 51)				
	Revenue and Expenditure Summary		Annual Budget	YTD-Actual	%
	<u>Fund Balances - July 1, 2013</u>				
	Fund balance-Assigned-Food Services	\$	6,649	\$ 6,649	\$ -
	Fund Balance-Assigned-Capital Assets (net)	\$	29,532	\$ 29,532	\$ -
		\$	36,181	\$ 36,181	
	Operating Revenue	\$	192,905	\$ 76,992	39.91%
	Operating Expense	\$	188,805	\$ 49,807	26.38%
	Depreciation expense	\$	4,100	\$ -	0.00%
	Gain/(Loss)	\$	-	\$ 27,185	
	<u>Fund Balances - Ending</u>				
	Fund balance-Assigned-Food Services	\$	6,649	\$ 6,649	\$ -
	Fund Balance-Assigned-Capital Assets	\$	29,532	\$ 29,532	\$ -
		\$	36,181	\$ 36,181	

4	ECTS Capital Projects Fund (Fund 21)		November 30, 2013		
	Revenue and Expenditure Summary		Annual Plan	YTD-Actual	%
	Fund Balance-July 1, 2013				
	Assigned-Transition Center	\$ 4,065	\$ 4,065	\$ -	
	Assigned-Capital Projects	\$ 322,821	\$ 322,821	\$ -	
		\$ 326,886	\$ 326,886	\$ -	
	Plus:				
	Transfers from General Fund-2013-2014	\$ 33,900	\$ 33,900		100.00%
	Interest	\$ 250	\$ 9		3.57%
		\$ 34,150	\$ 33,909		99.29%
	Less:				
	Showman-Field Clearing	\$ 10,000	\$ 10,000		100.00%
	Technology- servers/hardware/SC Copier	\$ 25,100	\$ 5,920		23.59%
	Janitors Supply-Floor Scrubber	\$ 6,100	\$ 6,037		98.97%
	Site Improvements	\$ 9,500	\$ -		0.00%
	Johnson Controls-HVAC Controller	\$ 4,500	\$ 4,434		98.53%
		\$ -			
		\$ 55,200	\$ 26,391		47.81%
	Fund Balance				
	Assigned-Transition Center	\$ 4,065	\$ 4,065		
	Assigned-Capital Projects	\$ 301,771	\$ 301,771		
		\$ 305,836	\$ 305,836		

5 Student Activity Fund (Fund 81)		Nov 30, 2013
		YTD-Actual
<u>Fund Balances- July 1, 2013</u>		
Designated-SkillsUSA	\$	341
Designated-NTHS	\$	1,204
	\$	1,545
<u>Revenue + Transfers</u>		
SkillsUSA	\$	10,987
National Technical Honor Society	\$	157
	\$	11,144
<u>Expenditure</u>		
SkillsUSA	\$	657
National Technical Honor Society	\$	-
	\$	657
<u>Fund Balances- YTD</u>		
Assigned-SkillsUSA	\$	10,671
Assigned-NTHS	\$	1,361
	\$	12,032

6	NOREBT-ECTS Per Employee Per Month	Medical/ Rx	Dental	Vision	Total	Excess Loss fund	Wellness Fund	Total
		\$ 1,183	\$ 72	\$ 13	\$ 1,268			
	Account Balance July 1, 2013	\$ 77,292	\$ -	\$ -	\$ 77,292	\$ 436,134	\$ 7,714	\$ 521,140
	Plus: YTD Contributions+receipts	\$ 161,607	\$ 10,512	\$ 1,898	\$ 174,017	\$ 10,673	\$ 438	
	Plus: Prescription formulary rebate	\$ -			\$ -			
	Plus: Interest allocation	\$ -			\$ -			
	Plus: PA Trust refund	\$ -			\$ -			
	Plus: reimbursement from excess loss fund	\$ -			\$ -			
		\$ 161,607	\$ 10,512	\$ 1,898	\$ 174,017	\$ 10,673	\$ 438	\$ 185,128
	Less: YTD gross claims	\$ (84,141)	\$ (8,914)	\$ (1,267)	\$ (94,321)			
	Less: YTD gross claims- prescription	\$ (28,528)			\$ (28,528)			
	Less: Large claims management(adj)					\$ (293)		
	Less: Stop Loss insurance					\$ -		
	Less: reimbursement for large claims over 40K							
	Less: PA Trust refund				\$ -	\$ (38)		
	Less: other expense-	\$ (1,123)			\$ (1,123)			
	Less: Admin expenses/stop-loss ins	\$ (8,272)	\$ (475)	\$ (120)	\$ (8,867)		\$ (49)	
	Less: Total YTD claims/exps.	\$ (122,064)	\$ (9,389)	\$ (1,387)	\$ (132,839)	\$ (331)	\$ (49)	\$ (133,219)
	Total YTD claims and expenses							
	YTD contribution less expense	\$ 39,543	\$ 1,123	\$ 511	\$ 41,178	\$ 10,342	\$ 389	\$ 51,909
	Account balance -09/30/13	\$ 116,835	\$ 1,123	\$ 511	\$ 118,470	\$ 446,476	\$ 8,103	\$ 573,049
	Months of claims + expenses in reserve	2.9	0.4	1.1	2.7			
	avg monthly claims + expenses	\$ 40,688	\$ 3,130	\$ 462	\$ 44,280			

Last update 9/30/13

Other information

A.

- Career Street-Working with PNC, Tom Giblin, Mr. Sennett, Natalie Herberline to prepare for launch
- Put together bid package for Precision Machining Equipment
- 18 interviews conducted for Accounting and Administrative Assistant
- Worked with Susan Tatalone to ensure I could perform her job functions after she left
- Submitted insurance claim for bus/light pole accident
- provided training to new Business Office Secretaries
- Looked into alternative avenues for Health Insurance
- Continued 2014-15 budget development
- PSERS contribution rate is 21.4% for 2014-15, Health Insurance contribution for 2014-15 to remain the same as 2013-14

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VISA Statement and Receipts
date received log

Card Holder	4/29/2013	5/27/2013	6/27/2013	7/27/2013	8/27/2013	9/27/2013	10/28/2013	11/27/2013
	5/15/2013	6/17/2013	7/15/2013	8/15/2013	9/14/2013	10/15/2013	11/15/2013	12/15/2013
DiPlacido, Frank	5/7/2013	6/18/2013	7/8/2013	N/A	N/A	10/7/2013	11/5/2013	12/11/2013
Fatica, Natalie	5/6/2013	6/5/2013	N/A	8/12/2013	9/5/2013	10/7/2013	11/5/2013	12/9/2013
Holland, Patrick	5/9/2013	6/4/2013	7/12/2013	8/7/2013	9/6/2013	10/7/2013	11/7/2013	12/10/2013
Jackson, Aldo	5/8/2013	6/5/2013	7/11/2013	8/12/2013	9/9/2013	10/14/2013	11/11/2013	12/13/2013
Jones, Marcia	5/6/2013	6/3/2013	7/8/2013	8/5/2013	9/3/2013	10/7/2013	11/4/2013	12/9/2013
Kennerknecht, Jan	5/6/2013	6/4/2013	N/A	8/6/2013	9/4/2013	10/9/2013	11/5/2013	12/9/2013
Smith, Jeffrey	5/13/2013	6/20/2013	7/17/2013	8/12/2013	9/4/2013	10/10/2013	11/6/2013	
Tarasovitch, Joseph	5/7/2013	N/A	7/8/2013	8/6/2013	9/4/2013	10/8/2013	11/6/2013	12/9/2013
Tatalone, Susan - Cancelled 11/18/1	5/6/2013	6/20/2013	7/8/2013	8/12/2013	9/3/2013	N/A	N/A	N/A
Tech, Justin	5/9/2013	6/13/2013	7/10/2013	N/A	9/13/2013	10/10/2013	11/8/2013	12/9/2013
Von Volkenburg, Delbert	5/6/2013	6/4/2013	7/8/2013	8/14/2013	9/4/2013	10/8/2013	11/5/2013	12/11/2013
Balsiger, Kenneth	5/8/2013	6/5/2013	N/A	N/A	9/6/2013	10/4/2013	11/4/2013	12/11/2013
Bright, Tamara	5/7/2013	6/5/2013	N/A	N/A	N/A	N/A	N/A	12/9/2013
Carr, Sandra	5/10/2013	6/3/2013	7/8/2013	N/A	N/A	10/7/2013	N/A	12/9/2013
Craft, Robert	5/13/2013	6/4/2013	N/A	8/5/2013	N/A	N/A	11/5/2013	12/11/2013
Cyphert, Mark	5/7/2013	6/4/2013	N/A	9/4/2013	9/4/2013	10/14/2013	11/5/2013	12/9/2013
Erdman, Donna	5/13/2013	6/5/2013	N/A	N/A	9/13/2013	10/15/2013	11/15/2013	
Grimes, Robin	5/7/2013	6/5/2013	N/A	8/8/2013	9/4/2013	10/9/2013	N/A	12/10/2013
Hamilton, Stephanie	N/A	6/4/2013	N/A	N/A	N/A	10/4/2013	11/6/2013	
Hewitt, Roach	N/A	6/3/2013	N/A	8/26/2013	N/A	10/8/2013	11/5/2013	12/6/2013
Lucarotti, Andrea	N/A	6/5/2013	N/A	8/27/2013	9/4/2013	10/4/2013	N/A	12/11/2013
Lyle, Bob						10/14/2013	11/14/2013	
Massello, Tracy (James)	5/15/2013	N/A	N/A	N/A	N/A	10/4/2013	11/20/2013	12/6/2013
Michalak, David	5/10/2013	6/4/2013	N/A	N/A	N/A	10/16/2013	11/14/2013	12/11/2013
Mientkiewicz, Timothy	5/6/2013	6/5/2013	N/A	N/A	N/A	10/14/2013	N/A	N/A
Moyak, Remle						10/14/2013	11/4/2013	12/9/2013
Oakes, Curt	N/A	6/3/2013	N/A	N/A	N/A	10/10/2013	11/5/2013	12/9/2013
Salorino, Joseph	5/9/2013	6/5/2013	N/A	N/A	N/A	N/A	11/15/2013	
Sanders, Kelly						10/8/2013	11/5/2013	12/9/2013
Sargent, Mariea	5/7/2013	6/5/2013	N/A	N/A	9/4/2013	10/9/2013	11/8/2013	12/11/2013
Scalise, Lesa	5/15/2013	6/14/2013	7/8/2013	N/A	9/13/2013	10/14/2013	11/15/2013	
Shaffer, Elaine	5/6/2013	6/6/2013	7/8/2013	N/A	9/4/2013	10/4/2013	11/5/2013	12/6/2013
Sorensen, Lisa	5/10/2013	6/5/2013	N/A	N/A	9/10/2013	9/27/2013	11/11/2013	12/13/2013
States, Sherry	N/A	6/5/2013	N/A	N/A	9/13/2013	10/15/2013	11/20/2013	12/9/2013
Steever, Sam	N/A	6/3/2013	7/8/2013	N/A	9/10/2013	10/10/2013	11/13/2013	12/13/2013
Suprynowicz, Robert	5/7/2013	6/4/2013	N/A	N/A	N/A	10/14/2013	N/A	
Wilber, Danielle	N/A	6/4/2013	N/A	N/A	9/4/2013	10/4/2013	11/15/2013	12/11/2013
Yanosko, David	5/7/2013	6/5/2013	N/A	N/A	N/A	10/9/2013	11/8/2013	12/10/2013
Zimmermann, Phylis	5/15/2013	6/4/2013	N/A	N/A	N/A	10/11/2013	11/20/2013	12/10/2013