

Erie County

Foundation

Vocational-Technical School

Finance Manager's Report
March 2014

Revenues

The second invoices for \$1,500 have been mailed to the participating districts. Second notices for those who have not paid the first installment have been included with those invoices.

Expenses

All Career Street bills received as of March 20th have been paid. I am requesting authorization to send the check for the \$400 deposit fee with the Flagship Trolley contract, once approved. The check for the used cooler was issued and is ready for delivery. A plan has been submitted to the health department for approval.

Accounting

QuickBooks continues to be built as new vendors are entered and expenses are tracked. We continue to learn more about the capabilities in an effort to try to fully utilize the software. We will be preparing for the yearend audit process in the next two months.

Insurance

The modified language for the ECTS/ECVTSF Agreement approved at last month's meeting has been submitted and accepted by the insurance carrier. All policies are now in force.