

10/17/2013

Business Manager's Report
October 2013

Prepared by MD Jones

1	General Ledger Bank Account Balances	September 30, 2013	August 31, 2013	Change
	General Fund Cash Accounts			
	PNC, PSDLAF, PSDMAX, PLGIT	\$ 1,876,904.96	\$ 1,479,372.94	\$ 397,532.02
	Capital Projects Fund, PSDLAF	\$ 356,361.33	\$ 356,352.45	\$ 8.88
	Food Service Fund- PNC	\$ 33,534.36	\$ 40,212.07	\$ (6,677.71)
	Student Activities Fund-PNC	\$ 1,740.71	\$ 1,378.71	\$ 362.00
	Flexible Spending Acct, Act 93 403(b)- PNC	\$ 989.59	\$ 1,344.60	\$ (355.01)
	Total All Funds- Bank Balances	\$ 2,269,530.95	\$ 1,878,660.77	\$ 390,870.18
				\$ -
	ECVT Foundation- PSDLAF	\$ 9,767.96	\$ 39,675.87	\$ (29,907.91)
	ECVT Foundation-ECF (8/30/13)	\$ 200,172.76	\$ 202,523.80	\$ (2,351.04)
	Total ECVT Foundation	\$ 209,940.72	\$ 242,199.67	\$ (32,258.95)

2

General Fund (Fund 10) Revenue and Expenditure Summary		Sept 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	\$	1,036,069	22.80%
Revenue-All Other Sources	\$	1,259,601	\$	243,807	19.36%
Total Revenue	\$	5,803,371	\$	1,279,876	
Expenditure and reserve	\$	5,823,641	\$	884,041	15.18%
Change	\$	(20,270)	\$	395,835	
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	\$	55,914	24.81%
Expenditure and reserve	\$	207,922	\$	28,995	13.95%
Change	\$	17,434	\$	26,918	
Fund Balance-Assigned-RCTC	\$	146,076	\$	146,076	\$ -

3	Food Service Fund (Fund 51)		September 30, 2013		
	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	\$ 6,914	3.58%
	Operating Expense	\$	188,805	\$ 13,430	7.11%
	Depreciation expense	\$	4,100	\$ -	0.00%
	Gain/(Loss)	\$	-	\$ (6,515)	
	<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)		September 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	\$ -		0.00%
	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	\$ 16,391		29.69%
	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)		September 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	\$	362
National Technical Honor Society	\$	-
	\$	362
<u>Expenditure</u>		
SkillsUSA	\$	167
National Technical Honor Society	\$	-
	\$	167
<u>Fund Balances- YTD</u>		
Assigned-SkillsUSA	\$	536
Assigned-NTHS	\$	1,204
	\$	1,740

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, 2012	\$ 119,555	\$ -	\$ -	\$ 119,555	\$ 436,492	\$ 7,334	\$ 563,381
	Plus: YTD Contributions+receipts	\$ 599,104	\$ 42,972	\$ 7,813	\$ 649,889	\$ 111,256	\$ 1,806	
	Plus: Prescription formulary rebate	\$ -			\$ -			
	Plus: Interest allocation	\$ 481			\$ 481			
	Plus: PA Trust refund	\$ 1,335			\$ 1,335			
	Plus: reimbursement from excess loss fund	\$ -			\$ -			
		\$ 600,920	\$ 42,972	\$ 7,813	\$ 651,705	\$ 111,256	\$ 1,806	\$ 764,767
	Less: YTD gross claims	\$ (416,522)	\$ (33,791)	\$ (6,325)	\$ (456,638)			
	Less: YTD gross claims- prescription	\$ (195,182)			\$ (195,182)			
	Less: Large claims management(adj)					\$ (1,164)		
	Less: Stop Loss insurance					\$ (109,293)		
	Less: reimbursement for large claims over 40K							
	Less: PA Trust refund				\$ -	\$ (1,157)		
	Less: other expense-	\$ (4,149)			\$ (4,149)			
	Less: Admin expenses/stop-loss ins	\$ (35,206)	\$ (1,935)	\$ (498)	\$ (37,639)		\$ (1,426)	
	Less: Total YTD claims/exps.	\$ (651,059)	\$ (35,726)	\$ (6,823)	\$ (693,608)	\$ (111,614)	\$ (1,426)	\$ (806,648)
	Total YTD claims and expenses							
	YTD contribution less expense	\$ (50,139)	\$ 7,246	\$ 990	\$ (41,903)	\$ (358)	\$ 380	\$ (41,881)
	Account balance -06/30/2013 YTD-estimated	\$ 69,416	\$ 7,246	\$ 990	\$ 77,652	\$ 436,134	\$ 7,714	\$ 521,500
	Months of claims + expenses in reserve	1.3	2.4	1.7	1.3			
	avg monthly claims + expenses	\$ 54,255	\$ 2,977	\$ 569	\$ 57,801			

Last update 6/30/13

Other information

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- Quarterly reports for Perkins, Sales Tax, Social Security and PSERS have been submitted
- The NW PASBO meeting was held at ECTS on October 4th
- The Grab N Go Breakfast resulted in an additional 851 breakfast served through September over last year
- The Food Service Program audit is scheduled for January 2014
- Continuing the 2014-2015 Budget Development Process
- Prepared proposal package for Early Bird negotiations and created salary schedule worksheet for running scenarios
- Successful transition to the new 403b Third Party Administrator

VISA Statement and Receipts
date received log

Card Holder	11/27/2012	12/27/2012	1/28/2013	2/27/2013	3/27/2013	4/29/2013	5/27/2013	6/27/2013	7/27/2013	8/27/2013	9/27/2013
	Due 12/17	Due 1/17	2/15/2013	3/15/2013	4/15/2013	5/15/2013	6/17/2013	7/15/2013	8/15/2013	9/14/2013	10/15/2013
DiPlacido, Frank	12/7/2012	1/17/2012	2/6/2013	3/11/2013	4/19/2013	5/7/2013	6/18/2013	7/8/2013	N/A	N/A	10/7/2013
Fatica, Natalie	12/6/2012	1/7/2013	2/4/2013	3/11/2013	4/2/2013	5/6/2013	6/5/2013	N/A	8/12/2013	9/5/2013	10/7/2013
Holland, Patrick	12/4/2012	1/18/2013	2/7/2013	3/11/2013	4/4/2013	5/9/2013	6/4/2013	7/12/2013	8/7/2013	9/6/2013	10/7/2013
Jackson, Aldo	12/4/2012	1/9/2013	2/7/2013	3/14/2013	4/2/2013	5/8/2013	6/5/2013	7/11/2013	8/12/2013	9/9/2013	10/14/2013
Jones, Marcia	N/A	1/7/2013	2/4/2013	3/5/2013	4/2/2013	5/6/2013	6/3/2013	7/8/2013	8/5/2013	9/3/2013	10/7/2013
Kennerknecht, Jan	12/4/2012	1/8/2013	2/6/2013	3/4/2013	4/3/2013	5/6/2013	6/4/2013	N/A	8/6/2013	9/4/2013	10/9/2013
Smith, Jeffrey	12/4/2012	1/18/2013	2/11/2013	3/7/2013	4/12/2013	5/13/2013	6/20/2013	7/17/2013	8/12/2013	9/4/2013	10/10/2013
Tarasovitch, Joseph	12/5/2012	1/10/2013	2/8/2013	N/A	4/4/2013	5/7/2013	N/A	7/8/2013	8/6/2013	9/4/2013	10/8/2013
Tatalone, Susan	12/3/2012	1/7/2013	2/4/2013	3/13/2013	4/2/2013	5/6/2013	6/20/2013	7/8/2013	8/12/2013	9/3/2013	N/A
Tech, Justin	12/10/2012	1/10/2013	2/6/2013	3/8/2013	4/11/2013	5/9/2013	6/13/2013	7/10/2013	N/A	9/13/2013	10/10/2013
Von Volkenburg, Delbert				3/5/2013	4/2/2013	5/6/2013	6/4/2013	7/8/2013	8/14/2013	9/4/2013	10/8/2013
Balsiger, Kenneth	12/6/2012	1/9/2013	2/4/2013	3/8/2013	N/A	5/8/2013	6/5/2013	N/A	N/A	9/6/2013	10/4/2013
Bright, Tamara	12/5/2012	1/9/2013	2/7/2013	N/A	4/3/2013	5/7/2013	6/5/2013	N/A	N/A	N/A	N/A
Carr, Sandra	N/A	N/A	2/4/2013	3/5/2013	N/A	5/10/2013	6/3/2013	7/8/2013	N/A	N/A	10/7/2013
Craft, Robert	12/7/2012	1/9/2013	2/8/2012	3/13/2013	N/A	5/13/2013	6/4/2013	N/A	8/5/2013	N/A	N/A
Cyphert, Mark	12/4/2012	1/8/2013	2/6/2013	3/5/2013	4/3/2013	5/7/2013	6/4/2013	N/A	9/4/2013	9/4/2013	10/14/2013
Erdman, Donna	12/14/2012	1/17/2013	5/13/2013	3/15/2013	4/17/2013	5/13/2013	6/5/2013	N/A	N/A	9/13/2013	10/15/2013
Grimes, Robin	12/5/2012	1/8/2013	2/5/2013	3/7/2013	N/A	5/7/2013	6/5/2013	N/A	8/8/2013	9/4/2013	10/9/2013
Hamilton, Stephanie	N/A	1/9/2013	2/4/2013	N/A	N/A	N/A	6/4/2013	N/A	N/A	N/A	10/4/2013
Hewitt, Roach	12/4/2012	N/A	2/4/2013	3/5/2013	4/4/2013	N/A	6/3/2013	N/A	8/26/2013	N/A	10/8/2013
Lucarotti, Andrea	12/4/2012	1/8/2012	2/6/2013	3/5/2013	4/3/2013	N/A	6/5/2013	N/A	8/27/2013	9/4/2013	10/4/2013
Lyle, Bob											10/14/2013
Massello, Tracy	N/A	1/17/2012	2/7/2013	3/4/2013	4/15/2013	5/15/2013	N/A	N/A	N/A	N/A	10/4/2013
Michalak, David	12/11/2012	1/22/2013	2/4/2013	3/13/2013	4/15/2013	5/10/2013	6/4/2013	N/A	N/A	N/A	10/16/2013
Mientkiewicz, Timothy	12/4/2012	1/8/2013	2/4/2013	3/6/2013	4/5/2013*	5/6/2013	6/5/2013	N/A	N/A	N/A	10/14/2013
Moyak, Remle											10/14/2013
Oakes, Curt	12/7/2012	1/11/2013	2/7/2013	3/5/2013	4/4/2013*	N/A	6/3/2013	N/A	N/A	N/A	10/10/2013
Salorino, Joseph	12/14/2012	1/22/2013	2/7/2013	N/A	4/17/2013	5/9/2013	6/5/2013	N/A	N/A	N/A	N/A
Sanders, Kelly											10/8/2013
Sargent, Mariea	12/4/2012	1/8/2013	2/11/2013	N/A	4/10/2013	5/7/2013	6/5/2013	N/A	N/A	9/4/2013	10/9/2013
Scalise, Lesa	12/18/2012	1/15/2013	2/14/2013	3/14/2013	4/17/2013	5/15/2013	6/14/2013	7/8/2013	N/A	9/13/2013	10/14/2013
Shaffer, Elaine	12/4/2012	1/8/2013	2/6/2013	3/5/2013	4/10/2013	5/6/2013	6/6/2013	7/8/2013	N/A	9/4/2013	10/4/2013
Sorensen, Lisa	12/11/2012	1/9/2013	2/5/2013	3/6/2013	4/10/2013	5/10/2013	6/5/2013	N/A	N/A	9/10/2013	9/27/2013
States, Sherry	12/4/2012	1/15/2013	2/8/2013	3/15/2013	N/A	N/A	6/5/2013	N/A	N/A	9/13/2013	10/15/2013
Steever, Sam	12/11/2012	1/18/2013	2/4/2013	3/5/2013	4/18/2013	N/A	6/3/2013	7/8/2013	N/A	9/10/2013	10/10/2013
Suprynowicz, Robert	12/11/2012	1/11/2013	2/11/2013	3/13/2013	4/17/2013	5/7/2013	6/4/2013	N/A	N/A	N/A	10/14/2013
Wilber, Danielle	N/A	1/17/2012	2/13/2012	N/A	4/5/2013	N/A	6/4/2013	N/A	N/A	9/4/2013	10/4/2013
Yanosko, David	12/6/2012	1/9/2013	2/5/2013	3/7/2013	4/10/2013	5/7/2013	6/5/2013	N/A	N/A	N/A	10/9/2013
Zimmermann, Phylis	12/14/2012	1/10/2013	2/11/2013	3/5/2013	4/2/2013	5/15/2013	6/4/2013	N/A	N/A	N/A	10/11/2013