Business Manager's Report
November 2015

Prepared by Terri Birchard
Business Manager

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General Ledger Bank Account Balances	November 30, 2015	October 31, 2015	Change
General Fund Cash Accounts			
PNC, PSDLAF, PSDMAX, PLGIT, ERIEBank	$ 1,571,913.83	$1,652,822.20	$ (80,908.37)
Capital Projects Fund, PSDLAF	$ 153,185.39	$179,720.45	$ (26,535.06)
Food Service Fund- PNC	$ 6,334.46	$18,636.73	$ (12,302.27)
Student Activities Fund-PNC	$ 10,253.64	$14,177.74	$ (3,924.10)
Flexible Spending Acct, Act 93 - PNC	$ 2,486.46	$2,620.93	$ (134.47)
Total All Funds - Bank Balances	$ 1,744,173.78	$1,867,978.05	$ (123,804.27)

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General Fund (Fund 10) Revenue and Expenditure Summary	November 30, 2015			October 31, 2015		
	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
ECTS-High School						
Fund Balances - July 1, 2015						
Fund Balance-Unassigned-(High School)	$ 497,332	$ 763,560		$ 497,332	$ 763,560	
Fund Balance-Assigned PSERS	$ 282,975	$ 327,975		$ 282,975	$ 327,975	
Fund Balance - Assigned - New Program	$ 250,000	$ 250,000		$ 250,000	$ 250,000	
Fund Balance-Non-Spendable-Inventory	$ 128,744	$ 128,744		$ 128,744	$ 128,744	
	$ 1,159,051	$ 1,470,279		$ 1,159,051	$ 1,470,279	
Revenue-Local Sources & Districts	$ 4,716,784	$ 1,693,249	35.90%	$ 4,716,784	$ 1,337,841	28.36%
Revenue-All Other Sources	$ 1,552,524	$ 111,730	7.20%	$ 1,552,524	$ 109,826	7.07%
Total Revenue	$ 6,269,308	$ 1,804,979		$ 6,269,308	$ 1,447,667	
Expenditure and reserve	$ 6,314,926	$ 2,012,755	31.87%	$ 6,314,926	$ 1,537,672	24.35%
Change	$ (45,618)	$ (207,776)		$ (45,618)	$ (90,005)	
Fund Balances						
Fund Balance-Unassigned-(High School)	$ 497,332	$ 763,560		$ 497,332	$ 763,560	
Fund Balance-Assigned PSERS	$ 282,975	$ 327,975		$ 282,975	$ 327,975	
Fund Balance - Assigned - New Program	$ 250,000	$ 250,000		$ 250,000	$ 250,000	
Fund Balance-Non-Spendable-Inventory	$ 148,427	$ 128,744		$ 148,427	$ 128,744	
	$ 1,178,734	$ 1,470,279		$ 1,178,734	$ 1,470,279	
RCTC						
Fund Balance July 1, 2015	$ 176,034	$ 176,034		$ 176,034	$ 176,034	
Revenue	$ 479,623	$ 182,362	38.02%	$ 479,623	$ 153,045	31.91%
Expenditure and reserve	$ 456,623	$ 165,496	36.24%	$ 456,623	$ 125,255	27.43%
Change	$ 23,000	$ 16,866		$ 23,000	$ 27,790	
Fund Balance-Assigned-RCTC	$ 199,034	$ 192,900		$ 199,034	$ 203,824	

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Food Service Fund (Fund 51) Revenue and Expenditure Summary	November 30, 2015			October 31, 2015		
	Annual Budget	YTD-Actual	%	Annual Budget	YTD-Actual	%
Fund Balances - July 1, 2015						
Fund balance-Assigned-Food Services	$ 4,963	$ (31,295)		$ 4,963	$ (31,295)	
Fund Balance-Assigned-Capital Assets (net)	$ 29,800	$ 28,259		$ 29,800	$ 28,259	
	$ 34,763	$ (3,036)		$ 34,763	$ (3,036)	
Operating Revenue	$ 158,083	$ 54,667	34.58%	$ 158,083	$ 39,019	24.68%
General Fund Transfers - CUA Supplies	$ 40,000	$ 15,000	37.50%	$ 40,000	$ 15,000	37.50%
Operating Expense	$ 193,983	$ 79,055	40.75%	$ 193,983	$ 58,714	30.27%
Depreciation expense	$ 4,100	$ -	0.00%	$ 4,100	$ -	0.00%
Gain/(Loss)	$ -	$ (9,388)		$ -	$ (4,696)	
Fund Balances - Ending						
Fund balance-Assigned-Food Services	$ 4,963	$ (55,683)		$ 4,963	$ (50,991)	
Fund Balance-Assigned-Capital Assets	$ 29,800	$ 28,259		$ 29,800	$ 28,259	
	$ 34,763	$ (27,424)		$ 34,763	$ (22,732)	

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ECTS Capital Projects Fund (Fund 21) Revenue and Expenditure Summary	November 30, 2015			October 31, 2015		
	Annual Budget	YTD-Actual	%	Annual Budget	YTD-Actual	%
Fund Balance-July 1, 2015						
Assigned-Transition Center	$ 4,065	$ 4,065		$ 4,065	$ 4,065	
Assigned-Capital Projects	$ 329,514	$ 330,364		$ 329,514	$ 330,364	
	$ 333,579	$ 334,429		$ 333,579	$ 334,429	
Plus:						
Transfers from General Fund-2015-2016	$ 42,900	$ 42,900	100.00%	$ 42,900	$ -	0.00%
Interest	$ 250	$ 13	5.34%	$ 250	$ 8	3.08%
	$ 43,150	$ 42,913	99.45%	$ 43,150	$ 8	0.02%
Less:						
School car	$ 33,600	$ -	0.00%	$ 33,600	$ -	0.00%
HS Copier	$ 19,200	$ -	0.00%	$ 19,200	$ -	0.00%
Network system - server hardware	$ -	$ -	0.00%	$ -	$ -	0.00%
Network system - server software	$ -	$ -	0.00%	$ -	$ -	0.00%
Faculty laptop replacements	$ -	$ -	0.00%	$ -	$ -	0.00%
Other - Emergency Generator Project	$ -	$ 58,058	0.00%		$ 38,947	0.00%
Other - Chimney Modification Project	$ 120,000	$ 180,774	150.64%	$ 120,000	$ 180,774	150.64%
	$ 172,800	$ 238,832	138.21%	$ 172,800	$ 219,721	127.15%
Fund Balance						
Assigned-Transition Center	$ 4,065	$ 4,065		$ 4,065	$ 4,065	
Assigned - Technology	$ -	$ -		$ -	$ -	
Assigned - Future Planned Purchases	$ -	$ -		$ -	$ -	
Assigned-Capital Projects	$ 199,864	$ 134,446		$ 199,864	$ 110,651	
	$ 203,929	$ 138,511		$ 203,929	$ 114,716	

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Student Activity Fund (Fund 81)	November 30, 2015	October 31, 2015
	YTD-Actual	YTD-Actual
Fund Balances- July 1, 2015		
Designated-SkillsUSA	$ 2,401	$ 2,401
Designated-NTHS	$ 597	$ 597
	$ 2,998	$ 2,998
Revenue + Transfers		
SkillsUSA	$ 12,504	$ 9,473
National Technical Honor Society	$ 26	$ -
	$ 12,530	$ 9,473
Expenditure		
SkillsUSA	$ 5,141	$ 2,911
National Technical Honor Society	$ 19	$ 19
	$ 5,159	$ 2,929
Fund Balances- YTD		
Assigned-SkillsUSA	$ 9,764	$ 8,964
Assigned-NTHS	$ 605	$ 579
	$ 10,369	$ 9,542

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6 NOREBT-ECTS	Medical/ Rx		Dental/Vision		Total	
Per Employee Per Month	$	1,215	$	85	$	1,300
Account Balance July 1, 2015, Per NOREBT Summary Statement	$	296,687	SELF FUNDED - NA		$	296,687
	$	-	$	-	$	-
Account Balance July 1, 2015, Adjusted for June claims	$	296,687	$	-	$	296,687
Plus: YTD Contributions+receipts	$	188,790	$	-	$	188,790
Plus: Prescription formulary rebate	$	15,116	$	-	$	15,116
Plus: Interest allocation	$	-	$	-	$	-
Plus: reimbursement from excess loss fund	$	-	$	-	$	-
	$	203,906	$	-	$	203,906
Less: 6/28/13 Claims - opening balance adjustment						
Less: YTD gross claims	$	(129,501)	$	-	$	(129,501)
Less: YTD gross claims- prescription	$	(22,981)			$	(22,981)
Less: Claims Administration	$	(7,326)				
Less: Stop Loss insurance	$	(28,701)				
Less: reimbursement for large claims over 40K	$	-				
Less: Miscellaneous Admin (Legal/ACA Fees/Audit/Other)	$	(37)			$	(37)
Less: other expense- Wellness contribution	$	(465)			$	(465)
Less: Admin expenses/stop-loss ins	$	-	$	-	$	-
Less: Total YTD claims/exps.	$	(189,012)	$	-	$	(189,012)
Total YTD claims and expenses						
YTD contributions less expenses	$	14,894	$	-	$	14,894
Account balance -9/30/2015 per NOREBT Summary Statement	**$**	**311,581**	SELF FUNDED - NA		**$**	**311,581**
Months of claims + expenses in reserve		19.8				19.8
avg monthly claims + expenses	$	15,751			$	15,751

** Excess Loss Funds - Balances and activity for FY 2014-2015 not yet confirmed

Other information

A. ***2014-2015 AFR has been submitted on PDE website (due 10/31/15)***
B. ***Budget request worksheets for 2016-2017 have been received and preliminary budget is being prepared***
C. ***Reviewing current year Food Service Fund activities and set up additional tracking in ledger***
D. ***Chart of Accounts has been revised to reflect the PDE changes in the accounts***