

Business Manager's Report
October 2015

Prepared by Terri Birchard
Business Manager

1	General Ledger Bank Account Balances	October 31, 2015	September 30, 2015	Change
	General Fund Cash Accounts			
	PNC, PSDLAF, PSDMAX, PLGIT, ERIEBank	\$ 1,652,822.20	\$1,720,499.12	\$ (67,676.92)
	Capital Projects Fund, PSDLAF	\$ 179,720.45	\$156,284.73	\$ 23,435.72
	Food Service Fund- PNC	\$ 18,636.73	\$13,714.04	\$ 4,922.69
	Student Activities Fund-PNC	\$ 14,177.74	\$4,252.74	\$ 9,925.00
	Flexible Spending Acct, Act 93 - PNC	\$ 2,620.93	\$2,390.62	\$ 230.31
	Total All Funds - Bank Balances	\$ 1,867,978.05	\$1,897,141.25	\$ (29,163.20)

2	General Fund (Fund 10) Revenue and Expenditure Summary	October 31, 2015			September 30, 2015		
		Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
	ECTS-High School						
	<u>Fund Balances - July 1, 2015</u>						
	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	\$ 1,337,841	28.36%	\$ 4,716,784	\$ 1,010,084	21.41%
	Revenue-All Other Sources	\$ 1,552,524	\$ 109,826	7.07%	\$ 1,552,524	\$ 69,692	4.49%
	Total Revenue	\$ 6,269,308	\$ 1,447,667		\$ 6,269,308	\$ 1,079,776	
	Expenditure and reserve	\$ 6,314,926	\$ 1,537,672	24.35%	\$ 6,314,926	\$ 887,045	14.05%
	Change	\$ (45,618)	\$ (90,005)		\$ (45,618)	\$ 192,731	
	<u>Fund Balances</u>						
	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	\$ 153,045	31.91%	\$ 479,623	\$ 103,910	21.66%
	Expenditure and reserve	\$ 456,623	\$ 125,255	27.43%	\$ 456,623	\$ 64,021	14.02%
	Change	\$ 23,000	\$ 27,790		\$ 23,000	\$ 39,889	
	Fund Balance-Assigned-RCTC	\$ 199,034	\$ 203,824		\$ 199,034	\$ 215,923	

3	Food Service Fund (Fund 51) Revenue and Expenditure Summary	October 31, 2015			September 30, 2015		
		Annual Budget	YTD-Actual	%	Annual Budget	YTD-Actual	%
	<u>Fund Balances - July 1, 2015</u>						
	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	\$ 39,019	24.68%	\$ 158,083	\$ 20,402	12.91%
	General Fund Transfers - CUA Supplies	\$ 40,000	\$ 15,000	37.50%	\$ 40,000	\$ 15,000	37.50%
	Operating Expense	\$ 193,983	\$ 58,714	30.27%	\$ 193,983	\$ 34,003	17.53%
	Depreciation expense	\$ 4,100	\$ -	0.00%	\$ 4,100	\$ -	0.00%
	Gain/(Loss)	\$ -	\$ (4,696)		\$ -	\$ 1,400	
	<u>Fund Balances - Ending</u>						
	Fund balance-Assigned-Food Services	\$ 4,963	\$ (50,991)		\$ 4,963	\$ (44,895)	
	Fund Balance-Assigned-Capital Assets	\$ 29,800	\$ 28,259		\$ 29,800	\$ 28,259	
		\$ 34,763	\$ (22,732)		\$ 34,763	\$ (16,636)	

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4	ECTS Capital Projects Fund (Fund 21) Revenue and Expenditure Summary	October 31, 2015			September 30, 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	\$ -	0.00%	\$ 42,900	\$ -	0.00%
	Interest	\$ 250	\$ 8	3.08%	\$ 250	\$ 8	3.08%
		\$ 43,150	\$ 8	0.02%	\$ 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	\$ -	\$ 38,947	0.00%	\$ -	\$ -	0.00%
	Other - Chimney Modification Project	\$ 120,000	\$ 180,774	150.64%	\$ 120,000	\$ 180,774	150.64%
		\$ 172,800	\$ 219,721	127.15%	\$ 172,800	\$ 180,774	104.61%
	Fund Balance						
	Assigned-Transition Center	\$ 4,065	\$ 4,065		\$ 4,065	\$ 4,065	
	Assigned - Technology	\$ -	\$ -		\$ -	\$ -	
	Assigned - Future Planned Purchases	\$ -	\$ -		\$ -	\$ -	
	Assigned-Capital Projects	\$ 199,864	\$ 110,651		\$ 199,864	\$ 149,598	
		\$ 203,929	\$ 114,716		\$ 203,929	\$ 153,663	

5	Student Activity Fund (Fund 81)	October 31, 2015	September 30, 2015
		YTD-Actual	YTD-Actual
	<u>Fund Balances- July 1, 2015</u>		
	Designated-SkillsUSA	\$ 2,401	\$ 2,401
	Designated-NTHS	\$ 597	\$ 597
		\$ 2,998	\$ 2,998
	<u>Revenue + Transfers</u>		
	SkillsUSA	\$ 9,473	\$ 2,581
	National Technical Honor Society	\$ -	\$ -
		\$ 9,473	\$ 2,581
	<u>Expenditure</u>		
	SkillsUSA	\$ 2,911	\$ 2,730
	National Technical Honor Society	\$ 19	\$ 9
		\$ 2,929	\$ 2,738
	<u>Fund Balances- YTD</u>		
	Assigned-SkillsUSA	\$ 8,964	\$ 2,253
	Assigned-NTHS	\$ 579	\$ 589
		\$ 9,542	\$ 2,841

Business Manager's Report
November 2015

Prepared by Terri Birchard
Business Manager

1	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)

2	General Fund (Fund 10)	November 30, 2015			October 31, 2015		
	Revenue and Expenditure Summary	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
	ECTS-High School						
	<u>Fund Balances - July 1, 2015</u>						
	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)	
	<u>Fund Balances</u>						
	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	

3	Food Service Fund (Fund 51)	November 30, 2015			October 31, 2015		
	Revenue and Expenditure Summary	Annual Budget	YTD-Actual	%	Annual Budget	YTD-Actual	%
	<u>Fund Balances - July 1, 2015</u>						
	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)	
	<u>Fund Balances - Ending</u>						
	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)	

4	ECTS Capital Projects Fund (Fund 21)			November 30, 2015			October 31, 2015		
	Revenue and Expenditure Summary			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	

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

6	NOREBT-ECTS Per Employee Per Month			Medical/ Rx	Dental/Vision	Total
				\$ 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