

Business Manager's Report
July 2016

Prepared by Terri Birchard
Business Manager

1	General Ledger Bank Account Balances	July 31, 2016	June 30, 2016	Change
	General Fund Cash Accounts			
	PNC, PSDLAF, ERIEBank	\$ 1,625,180.21	\$1,437,908.69	\$ 187,271.52
	Capital Projects Fund, PSDLAF	\$ 520,238.39	\$520,115.46	\$ 122.93
	Food Service Fund- PNC	\$ 5,246.78	\$271.78	\$ 4,975.00
	Student Activities Fund-PNC	\$ 2,343.96	\$2,360.96	\$ (17.00)
	Flexible Spending Acct, Act 93 - PNC	\$ 3,102.51	\$3,004.51	\$ 98.00
	Total All Funds - Bank Balances	\$ 2,156,111.85	\$1,963,661.40	\$ 192,450.45

2	General Fund (Fund 10)	July 31, 2016			June 30, 2016		
	Revenue and Expenditure Summary	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
	ECTS-High School						
	<u>Fund Balances - July 1, 2016</u>						
	Fund Balance-Unassigned-(High School)	\$ (72,571)	\$ 263,197		\$ 497,332	\$ 763,560	
	Fund Balance-Assigned PSERS	\$ 258,975	\$ 327,975		\$ 282,975	\$ 327,975	
	Fund Balance - Assigned - New Program	\$ 250,000	\$ 250,000		\$ 250,000	\$ 250,000	
	Fund Balance-Non-Spendable-Inventory	\$ 126,186	\$ 126,186		\$ 128,744	\$ 128,744	
		\$ 562,590	\$ 967,358		\$ 1,159,051	\$ 1,470,279	
	Revenue-Local Sources & Districts	\$ 4,765,848	\$ 360,412	7.56%	\$ 4,716,784	\$ 4,508,410	95.58%
	Revenue-All Other Sources	\$ 1,560,570	\$ -	0.00%	\$ 1,552,524	\$ 1,424,907	91.78%
	Total Revenue	\$ 6,326,418	\$ 360,412		\$ 6,269,308	\$ 5,933,317	
	Expenditure and reserve	\$ 6,326,418	\$ 381,048	6.02%	\$ 6,314,926	\$ 6,433,680	101.88%
	Change	\$ -	\$ (20,636)		\$ (45,618)	\$ (500,363)	
	<u>Fund Balances</u>						
	Fund Balance-Unassigned-(High School)	\$ (72,571)	\$ 242,561		\$ 497,332	\$ 263,197	
	Fund Balance-Assigned PSERS	\$ 258,975	\$ 327,975		\$ 282,975	\$ 327,975	
	Fund Balance - Assigned - New Program	\$ 250,000	\$ 250,000		\$ 250,000	\$ 250,000	
	Fund Balance-Non-Spendable-Inventory	\$ 126,186	\$ 126,186		\$ 148,427	\$ 126,186	
		\$ 562,590	\$ 946,722		\$ 1,178,734	\$ 967,358	
		July 31, 2016			June 30, 2016		
	RCTC	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
	Fund Balance July 1, 2016	\$ 173,576	\$ 248,464		\$ 176,034	\$ 176,034	
	Revenue	\$ 514,855	\$ 63,705	12.37%	\$ 479,623	\$ 572,380	73.96%
	Expenditure and reserve	\$ 511,163	\$ 57,097	11.17%	\$ 456,623	\$ 499,950	52.82%
	Change	\$ 3,692	\$ 6,609		\$ 23,000	\$ 72,430	
	Fund Balance-Assigned-RCTC	\$ 177,268	\$ 255,073		\$ 199,034	\$ 248,464	

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3

Food Service Fund (Fund 51) Revenue and Expenditure Summary	July 31, 2016			June 30, 2016		
	Annual Budget	YTD-Actual	%	Annual Budget	YTD-Actual	%
<u>Fund Balances - July 1, 2016</u>						
Fund balance-Assigned-Food Services	\$ 4,963	\$ (40,838)		\$ 4,963	\$ (31,295)	
Fund Balance-Assigned-Capital Assets (net)	\$ 29,800	\$ 20,447		\$ 29,800	\$ 24,723	
	<u>\$ 34,763</u>	<u>\$ (20,391)</u>		<u>\$ 34,763</u>	<u>\$ (6,572)</u>	
Operating Revenue	\$ 158,083	\$ -	0.00%	\$ 158,083	\$ 108,310	51.85%
General Fund Transfers - CUA Supplies	\$ 40,000	\$ 5,000	12.50%	\$ 40,000	\$ 40,000	75.00%
Operating Expense	\$ 153,983	\$ 25	0.02%	\$ 153,983	\$ 120,715	54.46%
Operating Expense - CUA Supplies	\$ 40,000	\$ -	0.00%	\$ 40,000	\$ 37,138	
Depreciation expense	\$ 4,100	\$ -	0.00%	\$ 4,100	\$ 4,276	0.00%
Gain/(Loss)	<u>\$ -</u>	<u>\$ 4,975</u>		<u>\$ -</u>	<u>\$ (13,819)</u>	
<u>Fund Balances - Ending</u>						
Fund balance-Assigned-Food Services	\$ 4,963	\$ (35,863)		\$ 4,963	\$ (40,838)	
Fund Balance-Assigned-Capital Assets	\$ 29,800	\$ 20,447		\$ 29,800	\$ 20,447	
	<u>\$ 34,763</u>	<u>\$ (15,416)</u>		<u>\$ 34,763</u>	<u>\$ (20,391)</u>	

4

ECTS Capital Projects Fund (Fund 31) Revenue and Expenditure Summary	July 31, 2016			June 30, 2016		
	Annual Budget	YTD-Actual	%	Annual Budget	YTD-Actual	%
<u>Fund Balance-July 1, 2016</u>						
Assigned-Transition Center	\$ 4,065	\$ 4,065		\$ 4,065	\$ 4,065	
Assigned-Capital Projects	\$ 318,664	\$ 516,051		\$ 329,514	\$ 330,364	
	<u>\$ 322,729</u>	<u>\$ 520,116</u>		<u>\$ 333,579</u>	<u>\$ 334,429</u>	
Plus:						
Transfers from General Fund-2016-2017	\$ 32,900	\$ -	0.00%	\$ 42,900	\$ 519,285	1012.32%
Interest	\$ 250	\$ 123	49.17%	\$ 250	\$ 469	187.48%
	<u>\$ 33,150</u>	<u>\$ 123</u>		<u>\$ 43,150</u>	<u>\$ 519,754</u>	
Less:						
School car	\$ -	\$ -	0.00%	\$ 33,600	\$ -	0.00%
HS Copier	\$ -	\$ -	0.00%	\$ 19,200	\$ -	0.00%
Network system - server hardware	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Network system - server software	\$ -	\$ -	0.00%	\$ -	\$ 2,355	0.00%
Faculty laptop replacements	\$ -	\$ -	0.00%	\$ -	\$ 9,653	0.00%
Other - Skill Center Multi-purpose Unit	\$ -	\$ -	0.00%	\$ -	\$ 143,002	0.00%
Other -	\$ -	\$ -	0.00%	\$ 120,000	\$ 180,774	150.65%
	<u>\$ -</u>	<u>\$ -</u>		<u>\$ 172,800</u>	<u>\$ 335,784</u>	
Fund Balance						
Assigned-Transition Center	\$ 4,065	\$ 4,065		\$ 4,065	\$ 4,065	
Assigned - Technology	\$ -	\$ -		\$ -	\$ -	
Assigned - Future Planned Purchases	\$ -	\$ -		\$ -	\$ -	
Assigned-Capital Projects	\$ 351,814	\$ 516,174		\$ 199,864	\$ 516,051	
	<u>\$ 355,879</u>	<u>\$ 520,239</u>		<u>\$ 203,929</u>	<u>\$ 520,116</u>	

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Student Activity Fund (Fund 81)		July 31, 2016	June 30, 2016
		YTD-Actual	YTD-Actual
<u>Fund Balances- July 1, 2016</u>			
Designated-SkillsUSA	\$	1,892	\$ 2,401
Designated-NTHS	\$	416	\$ 597
	\$	2,308	\$ 2,998
<u>Revenue + Transfers</u>			
SkillsUSA	\$	-	\$ 21,599
National Technical Honor Society	\$	-	\$ (104)
	\$	-	\$ 21,495
<u>Expenditure</u>			
SkillsUSA	\$	9	\$ 22,108
National Technical Honor Society	\$	9	\$ 77
	\$	17	\$ 22,185
<u>Fund Balances- YTD</u>			
Assigned-SkillsUSA	\$	1,884	\$ 1,892
Assigned-NTHS	\$	408	\$ 416
	\$	2,291	\$ 2,308

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	\$ 741,762	\$ -	\$ 741,762
Plus: Prescription formulary rebate	\$ 28,870	\$ -	\$ 28,870
Plus: Interest allocation	\$ -	\$ -	\$ -
Plus: reimbursement from excess loss fund	\$ 28,297	\$ -	\$ 28,297
	\$ 798,929	\$ -	\$ 798,929
Less: YTD gross claims	\$ (351,360)	\$ -	\$ (351,360)
Less: YTD gross claims- prescription	\$ (155,895)		\$ (155,895)
Less: Claims Administration	\$ (28,669)		\$ (28,669)
Less: Stop Loss insurance	\$ (112,769)		\$ (112,769)
Less: reimbursement for large claims over 40K	\$ -		\$ -
Less: Miscellaneous Admin (Legal/ACA Fees/Audit/Other)	\$ (10,373)		\$ (10,373)
Less: other expense- Wellness contribution	\$ (1,827)		\$ (1,827)
Less: Admin expenses/stop-loss ins	\$ -	\$ -	\$ -
Less: Total YTD claims/exps.	\$ (660,893)	\$ -	\$ (660,893)
Total YTD claims and expenses			
YTD contributions less expenses	\$ 138,037	\$ -	\$ 138,037
Account balance -6/30/2016 per NOREBT Summary Statement	\$ 434,724	SELF FUNDED - NA	\$ 434,724
Months of claims + expenses in reserve	7.9	Cash Balances - BAI	7.9
avg monthly claims + expenses	\$ 55,074	\$ 14,676	\$ 55,074

** NO JULY STATEMENT IS AVAILABLE YET **

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Other information

- A. Working on new food service software and training**
- B. Working with training on food service management and PDE food service reporting**
- C. Assisting auditors with information to complete the audits and 990**
- D. Preparing records for Dept of Labor & Industry and PDE food service audits this fall**
- E. Gathering information requested for PSBA for policy review services**