Business Manager's Report
November 2016

Prepared by Terri Birchard
Business Manager

1

General Ledger Bank Account Balances	November 30, 2016	October 31, 2016	Change
General Fund Cash & Investment Accounts			
PNC, PSDLAF, ERIEBank	$ 1,554,185.84	$1,615,166.21	$ (60,980.37)
Capital Projects Fund, PSDLAF	$ 393,531.10	$490,024.47	$ (96,493.37)
Food Service Fund- PNC	$ 7,374.74	$2,029.98	$ 5,344.76
Student Activities Fund-PNC	$ 5,353.08	$6,829.33	$ (1,476.25)
Flexible Spending Acct, Act 93 - PNC	$ 2,815.25	$3,326.70	$ (511.45)
Total All Funds - Bank Balances	$ 1,963,260.01	$2,117,376.69	$ (154,116.68)

2

General Fund (Fund 10)	November 30, 2016			October 31, 2016		
Revenue and Expenditure Summary	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
ECTS-High School						
Fund Balances - July 1, 2016						
Fund Balance-Unassigned-(High School)	$ (72,571)	$ 263,197		$ (72,571)	$ 263,197	
Fund Balance-Assigned PSERS	$ 258,975	$ 327,975		$ 258,975	$ 327,975	
Fund Balance - Assigned - New Program	$ 250,000	$ 250,000		$ 250,000	$ 250,000	
Fund Balance-Non-Spendable-Inventory	$ 126,186	$ 126,186		$ 126,186	$ 126,186	
	$ 562,590	$ 967,358		$ 562,590	$ 967,358	
Revenue-Local Sources & Districts	$ 4,765,848	$ 1,736,767	36.44%	$ 4,765,848	$ 1,376,315	28.88%
Revenue-All Other Sources	$ 1,560,570	$ 431,865	27.67%	$ 1,560,570	$ 379,055	24.29%
Total Revenue	$ 6,326,418	$ 2,168,632		$ 6,326,418	$ 1,755,370	
Expenditure and reserve	$ 6,326,418	$ 1,983,720	31.36%	$ 6,326,418	$ 1,544,942	24.42%
Change	$ -	$ 184,913		$ -	$ 210,428	
Fund Balances						
Fund Balance-Unassigned-(High School)	$ (72,571)	$ 448,110		$ (72,571)	$ 473,625	
Fund Balance-Assigned PSERS	$ 258,975	$ 327,975		$ 258,975	$ 327,975	
Fund Balance - Assigned - New Program	$ 250,000	$ 250,000		$ 250,000	$ 250,000	
Fund Balance-Non-Spendable-Inventory	$ 126,186	$ 126,186		$ 126,186	$ 126,186	
	$ 562,590	$ 1,152,271		$ 562,590	$ 1,177,786	

	November 30, 2016			October 31, 2016		
RCTC	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
Fund Balance July 1, 2016	$ 173,576	$ 315,919		$ 173,576	$ 357,245	
Revenue	$ 514,855	$ 285,736	55.50%	$ 514,855	$ 205,325	39.88%
Expenditure and reserve	$ 511,163	$ 268,498	52.53%	$ 511,163	$ 246,651	48.25%
Change	$ 3,692	$ 17,238		$ 3,692	$ (41,326)	
Fund Balance-Assigned-RCTC	$ 177,268	$ 333,157		$ 177,268	$ 315,919	

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3 Food Service Fund (Fund 51) Revenue and Expenditure Summary	November 30, 2016 Annual Budget	November 30, 2016 YTD-Actual	%	October 31, 2016 Annual Budget	October 31, 2016 YTD-Actual	%
Fund Balances - July 1, 2016						
Fund balance-Assigned-Food Services	$ 4,963	$ (40,838)		$ 4,963	$ (40,838)	
Fund Balance-Assigned-Capital Assets (net)	$ 29,800	$ 20,447		$ 29,800	$ 20,447	
	$ 34,763	$ (20,391)		$ 34,763	$ (20,391)	
Operating Revenue	$ 158,083	$ 47,992	30.36%	$ 158,083	$ 30,428	19.25%
General Fund Transfers - CUA Supplies	$ 40,000	$ 10,000	25.00%	$ 40,000	$ 10,000	25.00%
Operating Expense	$ 153,983	$ 40,843	26.52%	$ 153,983	$ 35,698	23.18%
Operating Expense - CUA Supplies	$ 40,000	$ -	0.00%	$ 40,000	$ -	
Depreciation expense	$ 4,100	$ -	0.00%	$ 4,100	$ -	
Gain/(Loss)	$ -	$ 17,149		$ -	$ 4,730	
Fund Balances - Ending						
Fund balance-Assigned-Food Services	$ 4,963	$ (23,689)		$ 4,963	$ (36,108)	
Fund Balance-Assigned-Capital Assets	$ 29,800	$ 20,447		$ 29,800	$ 20,447	
	$ 34,763	$ (3,242)		$ 34,763	$ (15,661)	

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4

ECTS Capital Projects Fund (Fund 31) Revenue and Expenditure Summary	November 30, 2016			October 31, 2016		
	Annual Budget	YTD-Actual	%	Annual Budget	YTD-Actual	%
Fund Balance-July 1, 2016						
Assigned-Transition Center	$ 4,065	$ 4,065		$ 4,065	$ 4,065	
Assigned-Capital Projects	$ 318,664	$ 443,642		$ 329,514	$ 486,971	
	$ 322,729	$ 447,707		$ 333,579	$ 491,036	
Plus:						
Transfers from General Fund-2016-2017	$ 32,900	$ 32,900	100.00%	$ 42,900	$ -	0.00%
Interest	$ 250	$ 595	237.93%	$ 250	$ 484	193.56%
	$ 33,150	$ 33,495		$ 43,150	$ 484	
Less:						
School car	$ -	$ 23,318	0.00%	$ 33,600	$ 23,318	69.40%
HS Copier	$ -	$ 19,349	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 - Skill Center Multi-purpose Unit	$ -	$ 111,938	0.00%	$ -	$ 15,020	0.00%
Other -	$ -	$ 5,474	0.00%	$ 120,000	$ 5,474	4.56%
	$ -	$ 160,079		$ 172,800	$ 43,813	
Fund Balance						
Assigned-Transition Center	$ 4,065	$ 4,065		$ 4,065	$ 4,065	
Assigned - Technology	$ -	$ -		$ -	$ -	
Assigned - Future Planned Purchases	$ -	$ -		$ -	$ -	
Assigned-Capital Projects	$ 351,814	$ 317,058		$ 199,864	$ 443,642	
	$ 355,879	$ 321,123		$ 203,929	$ 447,707	

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5	Student Activity Fund (Fund 81)	November 30, 2016	October 31, 2016
		YTD-Actual	YTD-Actual
	Fund Balances- July 1, 2016		
	Designated-SkillsUSA	$ 2,241	$ 2,241
	Designated-NTHS	$ 218	$ 218
		$ 2,459	$ 2,459
	Revenue + Transfers		
	SkillsUSA	$ 5,385	$ 655
	National Technical Honor Society	$ 702	$ -
		$ 6,087	$ 655
	Expenditure		
	SkillsUSA	$ 3,748	$ 622
	National Technical Honor Society	$ 159	$ 159
		$ 3,907	$ 781
	Fund Balances- YTD		
	Assigned-SkillsUSA	$ 3,877	$ 2,273
	Assigned-NTHS	$ 761	$ 59
		$ 4,639	$ 2,333

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6 NOREBT-ECTS Per Employee Per Month	Medical/ Rx $ 1,215	Dental/Vision $ 85	Total $ 1,300
Account Balance July 1, 2015, Per NOREBT Statemen	$ 296,687	SELF FUNDED - NA	$ 296,687
	$ -		$ -
Account Balance July 1, 2015, Adjusted for June clai	$ 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)	$ (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 Statemen	**$ 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	$ 10,933	$ 55,074

** NO STATEMENT IS AVAILABLE YET **

Other information

A. ***June 30, 2016 AFR submission for PDE was completed***
B. ***Reviewing accounting software packages for 17-18 budget***
C. ***Preparing records for PDE food service fund audit***
D. ***Working on policy review project***
E. ***Updating vendor records for 1099 run in January***