

Business Manager's Report
December 2016

Prepared by Terri Birchard
Business Manager

1	General Ledger Bank Account Balances	December 31, 2016	November 30, 2016	Change
	General Fund Cash & Investment Accounts			
	PNC, PSDLAF, ERIEBank	\$ 1,595,089.96	\$1,554,185.84	\$ 40,904.12
	Capital Projects Fund, PSDLAF	\$ 393,651.05	\$393,531.10	\$ 119.95
	Food Service Fund- PNC	\$ 7,197.36	\$7,374.74	\$ (177.38)
	Student Activities Fund-PNC	\$ 3,442.43	\$5,353.08	\$ (1,910.65)
	Flexible Spending Acct, Act 93 - PNC	\$ 2,919.24	\$2,815.25	\$ 103.99
	Total All Funds - Bank Balances	\$ 2,002,300.04	\$1,963,260.01	\$ 39,040.03

2	General Fund (Fund 10)	December 31, 2016			November 30, 2016		
	Revenue and Expenditure Summary	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
	<u>ECTS-High School</u>						
	<u>Fund Balances - July 1, 2016</u>						
	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	\$ 2,071,224	43.46%	\$ 4,765,848	\$ 1,736,767	36.44%
	Revenue-All Other Sources	\$ 1,560,570	\$ 645,389	41.36%	\$ 1,560,570	\$ 431,865	27.67%
	Total Revenue	\$ 6,326,418	\$ 2,716,613		\$ 6,326,418	\$ 2,168,632	
	Expenditure and reserve	\$ 6,326,418	\$ 2,439,705	38.56%	\$ 6,326,418	\$ 1,983,720	31.36%
	Change	\$ -	\$ 276,908		\$ -	\$ 184,913	
	<u>Fund Balances</u>						
	Fund Balance-Unassigned-(High School)	\$ (72,571)	\$ 540,105		\$ (72,571)	\$ 448,110	
	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	\$ 1,244,266		\$ 562,590	\$ 1,152,271	
		December 31, 2016			November 30, 2016		
	<u>RCTC</u>	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
	Fund Balance July 1, 2016	\$ 173,576	\$ 333,157		\$ 173,576	\$ 315,919	
	Revenue	\$ 514,855	\$ 328,987	63.90%	\$ 514,855	\$ 285,736	55.50%
	Expenditure and reserve	\$ 511,163	\$ 327,299	64.03%	\$ 511,163	\$ 268,498	52.53%
	Change	\$ 3,692	\$ 1,688		\$ 3,692	\$ 17,238	
	Fund Balance-Assigned-RCTC	\$ 177,268	\$ 334,845		\$ 177,268	\$ 333,157	

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Food Service Fund (Fund 51)		December 31, 2016			November 30, 2016		
Revenue and Expenditure Summary		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	\$ (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	\$ 61,066	38.63%	\$ 158,083	\$ 47,992	30.36%
General Fund Transfers - CUA Supplies	\$	40,000	\$ 10,000	25.00%	\$ 40,000	\$ 10,000	25.00%
Operating Expense	\$	153,983	\$ 58,784	38.18%	\$ 153,983	\$ 40,843	26.52%
Operating Expense - CUA Supplies	\$	40,000	\$ -	0.00%	\$ 40,000	\$ -	
Depreciation expense	\$	4,100	\$ -	0.00%	\$ 4,100	\$ -	
Gain/(Loss)	\$	-	\$ 12,282		\$ -	\$ 17,149	
<u>Fund Balances - Ending</u>							
Fund balance-Assigned-Food Services	\$	4,963	\$ (28,557)		\$ 4,963	\$ (23,689)	
Fund Balance-Assigned-Capital Assets	\$	29,800	\$ 20,447		\$ 29,800	\$ 20,447	
	\$	34,763	\$ (8,110)		\$ 34,763	\$ (3,242)	

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ECTS Capital Projects Fund (Fund 31)		December 31, 2016			November 30, 2016		
Revenue and Expenditure Summary		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	\$ 32,900	76.69%
Interest	\$	250	\$ 715	285.91%	\$ 250	\$ 595	237.93%
	\$	33,150	\$ 33,615		\$ 43,150	\$ 33,495	
Less:							
School car	\$	-	\$ 23,318	0.00%	\$ 33,600	\$ 23,318	69.40%
HS Copier	\$	-	\$ 19,349	0.00%	\$ 19,200	\$ 19,349	100.78%
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%	\$ -	\$ 111,938	0.00%
Other -	\$	-	\$ 5,474	0.00%	\$ 120,000	\$ 5,474	4.56%
	\$	-	\$ 160,079		\$ 172,800	\$ 160,079	
Fund Balance							
Assigned-Transition Center	\$	4,065	\$ 4,065		\$ 4,065	\$ 4,065	
Assigned - Technology	\$	-	\$ -		\$ -	\$ -	
Assigned - Future Planned Purchases	\$	-	\$ -		\$ -	\$ -	
Assigned-Capital Projects	\$	351,814	\$ 317,178		\$ 199,864	\$ 443,642	
	\$	355,879	\$ 321,243		\$ 203,929	\$ 447,707	

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Student Activity Fund (Fund 81)		December 31, 2016	November 30, 2016
		YTD-Actual	YTD-Actual
<u>Fund Balances- July 1, 2016</u>			
Designated-SkillsUSA	\$	2,241	\$ 2,241
Designated-NTHS	\$	218	\$ 218
	\$	2,459	\$ 2,459
<u>Revenue + Transfers</u>			
SkillsUSA	\$	5,780	\$ 5,385
National Technical Honor Society	\$	702	\$ 702
	\$	6,482	\$ 6,087
<u>Expenditure</u>			
SkillsUSA	\$	4,704	\$ 3,748
National Technical Honor Society	\$	440	\$ 159
	\$	5,144	\$ 3,907
<u>Fund Balances- YTD</u>			
Assigned-SkillsUSA	\$	3,316	\$ 3,877
Assigned-NTHS	\$	480	\$ 761
	\$	3,797	\$ 4,639

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NOREBT-ECTS	Medical/ Rx	Dental/Vision	Total
Per Employee Per Month	\$ 1,215	\$ 85	\$ 1,300
Account Balance July 1, 2015, Per NOREBT 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)	\$ (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 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	\$ 10,933	\$ 55,074

**** NO STATEMENT IS AVAILABLE YET ****

Other information

- A. 4th Quarter reports were submitted to PDE and PA Department of Revenue**
- B. PDE Food Service Audit documents requested have been uploaded to PEARS website**
- C. Working on policy review project**
- D. Reviewing vendor records for 1099 run to meet January 31st deadline**
- E.**