Business Manager's Report
November 2017

Prepared by Terri Birchard
Business Manager

1

General Ledger Bank Account Balances	November 30, 2017	October 31, 2017	Change
General Fund Cash & Investment Accounts			
PNC, PSDLAF, ERIEBank	$ 1,478,952.56	$1,534,749.32	$ (55,796.76)
Capital Projects Fund, PSDLAF	$ 407,544.98	$407,247.99	$ 296.99
Food Service Fund- PNC	$ 650.13	$2,862.50	$ (2,212.37)
Student Activities Fund-PNC	$ 4,731.12	$9,571.24	$ (4,840.12)
Flexible Spending Acct, Act 93 - PNC	$ 3,790.88	$3,670.89	$ 119.99
Total All Funds - Bank Balances	$ 1,895,669.67	$1,958,101.94	$ (62,432.27)

2

General Fund (Fund 10)	November 30, 2017			October 31, 2017		
Revenue and Expenditure Summary	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
ECTS-High School						
Fund Balances - July 1, 2017						
Fund Balance-Unassigned-(High School)	$ 348,635	$ 467,340		$ 348,635	$ 330,067	
Fund Balance-Assigned PSERS	$ 258,975	$ 382,975		$ 258,975	$ 382,975	
Fund Balance - Assigned - New Program	$ 250,000	$ 250,000		$ 250,000	$ 250,000	
Fund Balance - Assigned - Personnel Contract Increases	$ -	$ 100,000		$ -	$ 100,000	
Fund Balance-Non-Spendable-Inventory	$ 131,366	$ 131,366		$ 131,366	$ 131,366	
	$ 988,976	$ 1,331,681		$ 988,976	$ 1,194,408	
Revenue-Local Sources & Districts	$ 4,838,267	$ 1,772,457	36.63%	$ 4,838,267	$ 1,420,065	29.35%
Revenue-All Other Sources	$ 1,610,741	$ 428,438	26.60%	$ 1,610,741	$ 355,754	22.09%
Total Revenue	$ 6,449,008	$ 2,200,895		$ 6,449,008	$ 1,775,819	
Expenditure and reserve	$ 6,449,008	$ 2,122,574	32.91%	$ 6,449,008	$ 1,638,546	25.41%
Change	$ -	$ 78,321		$ -	$ 137,273	
Fund Balances						
Fund Balance-Unassigned-(High School)	$ 348,635	$ 545,660		$ 348,635	$ 467,340	
Fund Balance-Assigned PSERS	$ 258,975	$ 382,975		$ 258,975	$ 382,975	
Fund Balance - Assigned - New Program	$ 250,000	$ 250,000		$ 250,000	$ 250,000	
Fund Balance-Assigned - Personnel Contract Increases	$ -	$ 100,000		$ -	$ 100,000	
Fund Balance-Non-Spendable-Inventory	$ 131,366	$ 131,366		$ 131,366	$ 131,366	
	$ 988,976	$ 1,410,001		$ 988,976	$ 1,331,681	

	November 30, 2017			October 31, 2017		
RCTC	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
Fund Balance July 1, 2017	$ 153,768	$ 280,165		$ 153,768	$ 286,745	
Revenue	$ 528,162	$ 109,171	20.67%	$ 528,162	$ 102,018	19.32%
Expenditure and reserve	$ 525,572	$ 152,019	28.92%	$ 525,572	$ 108,599	20.66%
Change	$ 2,590	$ (42,848)		$ 2,590	$ (6,580)	
Fund Balance-Assigned-RCTC	$ 156,358	$ 237,317		$ 156,358	$ 280,165	

Business Manager's Report
November 2017

Prepared by Terri Birchard
Business Manager

3 Food Service Fund (Fund 51)	November 30, 2017			October 31, 2017		
Revenue and Expenditure Summary	Annual Budget	YTD Actual	%	Annual Budget	YTD-Actual	%
Fund Balances - July 1, 2017						
Fund balance-Assigned-Food Services	$ 4,963	$ (38,576)		$ 4,963	$ (35,177)	
Fund Balance-Assigned-Capital Assets (net)	$ 29,800	$ 32,951		$ 29,800	$ 32,951	
	$ 34,763	$ (5,625)		$ 34,763	$ (2,226)	
Operating Revenue	$ 158,083	$ 48,586	30.73%	$ 158,083	$ 29,049	18.38%
General Fund Transfers - Start-up moved to due to GF	$ 40,000	$ -	0.00%	$ 40,000	$ -	0.00%
Operating Expense	$ 153,983	$ 52,045	33.80%	$ 153,983	$ 32,447	21.07%
Operating Expense - CUA Supplies	$ 40,000	$ -	0.00%	$ 40,000	$ -	0.00%
Depreciation expense	$ 4,100	$ -	0.00%	$ 4,100	$ -	0.00%
Gain/(Loss)	$ -	$ (3,459)		$ -	$ (3,398)	
Fund Balances - Ending						
Fund balance-Assigned-Food Services	$ 4,963	$ (42,035)		$ 4,963	$ (38,576)	
Fund Balance-Assigned-Capital Assets	$ 29,800	$ 32,951		$ 29,800	$ 32,951	
	$ 34,763	$ (9,084)		$ 34,763	$ (5,625)	

Prepared by Terri Birchard
Business Manager

4

ECTS Capital Projects Fund (Fund 31) Revenue and Expenditure Summary	November 30, 2017 Annual Budget	November 30, 2017 YTD Actual	November 30, 2017 %	October 31, 2017 Annual Budget	October 31, 2017 YTD-Actual	October 31, 2017 %
Fund Balance-July 1, 2017						
Assigned-Transition Center	$ 4,065	$ 4,315		$ 4,065	$ 4,315	
Assigned-Capital Projects	$ 345,714	$ 403,810		$ 345,714	$ 402,859	
	$ 349,779	$ 408,125		$ 349,779	$ 407,174	
Plus:						
Transfers from General Fund-2016-2017	$ 43,000	$ -	0.00%	$ 43,000	$ -	0.00%
Interest	$ 250	$ 1,398	559.02%	$ 250	$ 1,101	440.23%
	$ 43,250	$ 1,398		$ 43,250	$ 1,101	
Less:						
School car	$ -	$ -	0.00%	$ -	$ -	0.00%
HS Copier	$ -	$ -	0.00%	$ -	$ -	0.00%
Network system - server hardware	$ 25,000	$ -	0.00%	$ 25,000	$ -	0.00%
Network system - server software	$ -	$ -	0.00%	$ -	$ -	0.00%
Faculty laptop replacements	$ -	$ -	0.00%	$ -	$ -	0.00%
Other - Skill Center Multi-purpose Unit	$ -	$ -	0.00%	$ -	$ -	0.00%
Other -	$ -	$ -	0.00%	$ -	$ -	0.00%
	$ 25,000	$ -		$ 25,000	$ -	
Fund Balance						
Assigned-Transition Center	$ 4,315	$ 4,315		$ 4,315	$ 4,315	
Assigned - Technology	$ -	$ -		$ -	$ -	
Assigned - Future Planned Purchases	$ -	$ -		$ -	$ -	
Assigned-Capital Projects	$ 363,864	$ 405,057		$ 363,864	$ 403,810	
	$ 368,179	$ 409,372		$ 368,179	$ 408,125	

Prepared by Terri Birchard
Business Manager

5 Student Activity Fund (Fund 81)	November 30, 2017	October 31, 2017
	YTD-Actual	YTD-Actual
Fund Balances- July 1, 2017		
Designated-SkillsUSA	$ 2,231	$ 11
Designated-NTHS	$ 783	$ 823
	$ 3,014	$ 834
Revenue + Transfers		
SkillsUSA	$ 4,093	$ 2,260
National Technical Honor Society	$ -	$ -
	$ 4,093	$ 2,260
Expenditure		
SkillsUSA	$ 1,118	$ 40
National Technical Honor Society	$ 237	$ 40
	$ 1,355	$ 80
Fund Balances- YTD		
Assigned-SkillsUSA	$ 5,207	$ 2,231
Assigned-NTHS	$ 546	$ 783
	$ 5,753	$ 3,014

Prepared by Terri Birchard
Business Manager

6 NOREBT-ECTS	Medical/ Rx	Dental/Vision	Total
Per Employee Per Month	$ 1,283	$ 85	$ 1,368
Account Balance July 1, 2017, Per NOREBT Statement	$ 534,643	SELF FUNDED - NA	$ 534,643
	$ -		$ -
Account Balance July 1, 2017, Adjusted for June claims	$ 534,643		$ 534,643
Plus: YTD Contributions+receipts	$ 250,005		$ 250,005
Plus: Prescription formulary rebate	$ 9,750		$ 9,750
Plus: Interest allocation	$ 27		$ 27
Plus: reimbursement from excess loss fund	$ 18,716		$ 18,716
	$ 278,498		$ 278,498
Less: YTD gross claims	$ (178,815)		$ (178,815)
Less: YTD gross claims- prescription	$ (35,057)		$ (35,057)
Less: Claims Administration	$ (10,144)		$ (10,144)
Less: Stop Loss insurance	$ -		$ -
Less: reimbursement for large claims over 40K	$ (37,912)		$ (37,912)
Less: Miscellaneous Admin (Legal/ACA Fees/Audit)	$ (395)		$ (395)
Less: other expense- Wellness contribution	$ (585)		$ (585)
Less: Admin expenses/stop-loss ins	$ (6,215)		$ (6,215)
Less: Total YTD claims/exps.	$ (269,123)		$ (269,123)
Total YTD claims and expenses			
YTD contributions less expenses	$ 9,375		$ 9,375
Account balance -10/31/2017 per NOREBT Statement	**$ 544,018**	SELF FUNDED - NA	**$ 544,018**
Months of claims + expenses in reserve	24.3	**Cash Balances - BAI**	24.3
avg monthly claims + expenses	$ 22,427	$ 15,536	$ 22,427

MOST RECENT STATEMENT THROUGH 10/31/17

Other information

A. ***Reconciling and Validating Blackbaud files to ProSoft***
B. ***Working on 2018-2019 budget***
C.
D.
E.