Business Manager's Report
December 2017

Prepared by Terri Birchard
Business Manager

1

General Ledger Bank Account Balances	December 31, 2017	November 30, 2017	Change
General Fund Cash & Investment Accounts			
PNC, PSDLAF, ERIEBank	$ 1,509,942.78	$1,478,952.56	$ 30,990.22
Capital Projects Fund, PSDLAF	$ 407,896.39	$407,544.98	$ 351.41
Food Service Fund- PNC	$ 13,575.65	$650.13	$ 12,925.52
Student Activities Fund-PNC	$ 4,121.89	$4,731.12	$ (609.23)
Flexible Spending Acct, Act 93 - PNC	$ 3,210.89	$3,790.88	$ (579.99)
Total All Funds - Bank Balances	$ 1,938,747.60	$1,895,669.67	$ 43,077.93

2

General Fund (Fund 10)	December 31, 2017			November 30, 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	$ 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	
Revenue-Local Sources & Districts	$ 4,838,267	$ 2,159,447	44.63%	$ 4,838,267	$ 1,772,457	29.35%
Revenue-All Other Sources	$ 1,610,741	$ 654,555	40.64%	$ 1,610,741	$ 428,438	22.09%
Total Revenue	$ 6,449,008	$ 2,814,002		$ 6,449,008	$ 2,200,895	
Expenditure and reserve	$ 6,449,008	$ 2,588,029	40.13%	$ 6,449,008	$ 2,122,574	25.41%
Change	$ -	$ 225,973		$ -	$ 78,321	
Fund Balances						
Fund Balance-Unassigned-(High School)	$ 348,635	$ 771,634		$ 348,635	$ 545,660	
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	$ 1,635,975		$ 988,976	$ 1,410,001	

	December 31, 2017			November 30, 2017		
RCTC	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
Fund Balance July 1, 2017	$ 153,768	$ 237,317		$ 153,768	$ 280,165	
Revenue	$ 528,162	$ 136,690	25.88%	$ 528,162	$ 109,171	19.32%
Expenditure and reserve	$ 525,572	$ 182,073	34.64%	$ 525,572	$ 152,019	20.66%
Change	$ 2,590	$ (45,383)		$ 2,590	$ (42,848)	
Fund Balance-Assigned-RCTC	$ 156,358	$ 191,934		$ 156,358	$ 237,317	

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3	Food Service Fund (Fund 51) Revenue and Expenditure Summary	December 31, 2017 Annual Budget	December 31, 2017 YTD Actual	December 31, 2017 %	November 30, 2017 Annual Budget	November 30, 2017 YTD-Actual	November 30, 2017 %
	Fund Balances - July 1, 2017						
	Fund balance-Assigned-Food Services	$ 4,963	$ (42,035)		$ 4,963	$ (38,576)	
	Fund Balance-Assigned-Capital Assets (net)	$ 29,800	$ 32,951		$ 29,800	$ 32,951	
		$ 34,763	$ (9,084)		$ 34,763	$ (5,625)	
	Operating Revenue	$ 158,083	$ 63,962	40.46%	$ 158,083	$ 48,586	18.38%
	General Fund Transfers - Start-up moved to due to GF	$ 40,000	$ -	0.00%	$ 40,000	$ -	0.00%
	Operating Expense	$ 153,983	$ 73,187	47.53%	$ 153,983	$ 52,045	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)	$ -	$ (9,225)		$ -	$ (3,459)	
	Fund Balances - Ending						
	Fund balance-Assigned-Food Services	$ 4,963	$ (51,259)		$ 4,963	$ (42,035)	
	Fund Balance-Assigned-Capital Assets	$ 29,800	$ 32,951		$ 29,800	$ 32,951	
		$ 34,763	$ (18,308)		$ 34,763	$ (9,084)	

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4 ECTS Capital Projects Fund (Fund 31)	December 31, 2017					November 30, 2017				
Revenue and Expenditure Summary	Annual Budget		YTD Actual		%	Annual Budget		YTD-Actual		%
Fund Balance-July 1, 2017										
Assigned-Transition Center	$	4,065	$	4,315		$	4,065	$	4,315	
Assigned-Capital Projects	$	345,714	$	405,057		$	345,714	$	403,810	
	$	349,779	$	409,372		$	349,779	$	408,125	
Plus:										
Transfers from General Fund-2017-2018	$	43,000	$	-	0.00%	$	43,000	$	-	0.00%
Interest	$	250	$	1,749	699.59%	$	250	$	1,398	440.23%
	$	43,250	$	1,749		$	43,250	$	1,398	
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	$	406,656		$	363,864	$	405,057	
	$	368,179	$	410,971		$	368,179	$	409,372	

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5 Student Activity Fund (Fund 81)	December 31, 2017	November 30, 2017
	YTD-Actual	YTD-Actual
Fund Balances- July 1, 2017		
Designated-SkillsUSA	$ 5,207	$ 2,231
Designated-NTHS	$ 546	$ 783
	$ 5,753	$ 3,014
Revenue + Transfers		
SkillsUSA	$ 5,237	$ 4,093
National Technical Honor Society	$ -	$ -
	$ 5,237	$ 4,093
Expenditure		
SkillsUSA	$ 2,870	$ 1,118
National Technical Honor Society	$ 237	$ 237
	$ 3,107	$ 1,355
Fund Balances- YTD		
Assigned-SkillsUSA	$ 7,573	$ 5,207
Assigned-NTHS	$ 309	$ 546
	$ 7,882	$ 5,753

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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	$	312,872			$	312,872
Plus: Prescription formulary rebate	$	12,200			$	12,200
Plus: Interest allocation	$	27			$	27
Plus: reimbursement from excess loss fund	$	19,170			$	19,170
	$	344,269			$	344,269
Less: YTD gross claims	$	(234,315)			$	(234,315)
Less: YTD gross claims- prescription	$	(40,969)			$	(40,969)
Less: Claims Administration	$	(12,708)			$	(12,708)
Less: Stop Loss insurance	$	-			$	-
Less: reimbursement for large claims over 40K	$	(47,438)			$	(47,438)
Less: Miscellaneous Admin (Legal/ACA Fees/Audit)	$	(400)			$	(400)
Less: other expense- Wellness contribution	$	(732)			$	(732)
Less: Admin expenses/stop-loss ins	$	(6,259)			$	(6,259)
Less: Total YTD claims/exps.	$	(342,821)			$	(342,821)
Total YTD claims and expenses						
YTD contributions less expenses	$	1,448			$	1,448
Account balance -11/30/2017 per NOREBT Statement	**$**	**536,091**	SELF FUNDED - NA		**$**	**536,091**
Months of claims + expenses in reserve		18.8	**Cash Balances - BAI**			18.8
avg monthly claims + expenses	$	28,568	$	15,536	$	28,568

MOST RECENT STATEMENT THROUGH 11/30/17

Other information

A. ***Reconciling and Validating Blackbaud files to ProSoft***
B. ***Submitted quarterly filings and reconciliations to PDE, PA Department of Revenue***
C. ***Working with Dr. Jackson on 2018-2019 budget***
D.
E.