Business Manager's Report
October 2018

Prepared by Terri Birchard
Business Manager

1	General Ledger Bank Account Balances	October 31, 2018	September 30, 2018	Change
	General Fund Cash & Investment Accounts			
	PNC, PSDLAF, ERIEBank	$ 1,434,214.96	$1,450,643.84	$ (16,428.88)
	Capital Projects Fund, PSDLAF & PNC	$ 478,279.37	$477,539.98	$ 739.39
	Student Activities Fund-PNC	$ 9,322.92	$3,260.29	$ 6,062.63
	Flexible Spending Acct, Act 93 - PNC	$ 4,093.60	$3,958.60	$ 135.00
	Total All Funds - Bank Balances	$ 1,925,910.85	$1,935,402.71	$ (9,491.86)

2	General Fund (Fund 10)	October 31, 2018			September 30, 2018		
	Revenue and Expenditure Summary	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
	ECTS-High School						
	Fund Balances - July 1, 2018						
	Fund Balance-Unassigned-(High School)	$ 480,000	$ 259,385		$ 480,000	$ 259,385	
	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	$ 132,582		$ 131,366	$ 132,582	
		$ 1,220,341	$ 1,024,942		$ 1,220,341	$ 1,024,942	
	Revenue-Local Sources & Districts	$ 4,844,696	$ 1,438,250	29.69%	$ 4,844,696	$ 1,087,010	22.44%
	Revenue-All Other Sources	$ 1,623,012	$ 500,341	30.83%	$ 1,623,012	$ 339,178	20.90%
	Total Revenue	$ 6,467,708	$ 1,938,591		$ 6,467,708	$ 1,426,187	
	Expenditure and reserve	$ 6,512,708	$ 1,889,228	29.01%	$ 6,512,708	$ 1,437,437	22.07%
	Change	$ (45,000)	$ 49,363		$ (45,000)	$ (11,250)	
	Fund Balances						
	Fund Balance-Unassigned-(High School)	$ 480,000	$ 308,748		$ 480,000	$ 248,136	
	Fund Balance-Assigned PSERS	$ 213,975	$ 382,975		$ 213,975	$ 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	$ 132,582		$ 131,366	$ 132,582	
		$ 1,175,341	$ 1,074,305		$ 1,175,341	$ 1,013,693	

RCTC	October 31, 2018			September 30, 2018		
	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
Fund Balance July 1, 2018	$ 153,768	$ 213,450		$ 153,768	$ 213,450	
Revenue	$ 526,124	$ 124,225	23.61%	$ 526,124	$ 150,919	28.69%
Expenditure and reserve	$ 549,429	$ 109,736	19.97%	$ 549,429	$ 72,410	13.18%
Change	$ (23,305)	$ 14,489		$ (23,305)	$ 78,509	
Fund Balance-Assigned-RCTC	$ 130,463	$ 227,939		$ 130,463	$ 291,959	

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ECTS Capital Projects Fund (Fund 31) Revenue and Expenditure Summary	October 31, 2018 Annual Budget	October 31, 2018 YTD Actual	October 31, 2018 %	September 30, 2018 Annual Budget	September 30, 2018 YTD Actual	September 30, 2018 %
Fund Balance-July 1, 2018						
Assigned-Transition Center	$ 4,065	$ -		$ 4,065	$ -	
Assigned-Capital Projects	$ 345,714	$ 435,602		$ 345,714	$ 435,602	
	$ 349,779	$ 435,602		$ 349,779	$ 435,602	
Plus:						
Transfers from General Fund-2018-2019	$ 55,900	$ 55,900	100.00%	$ 55,900	$ 55,900	100.00%
Interest	$ 250	$ 2,606	1042.54%	$ 250	$ 1,867	746.78%
	$ 56,150	$ 58,506		$ 43,250	$ 57,767	
Less:						
School car	$ -	$ -	0.00%	$ -	$ -	0.00%
HS Copier	$ -	$ -	0.00%	$ -	$ -	0.00%
Network system - server hardware	$ 25,000	$ 15,830	63.32%	$ 25,000	$ 15,830	63.32%
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	$ 15,830		$ 25,000	$ 15,830	
Fund Balance						
Assigned-Transition Center	$ 4,315	$ -		$ 4,315	$ -	
Assigned - Technology	$ -	$ -		$ -	$ -	
Assigned - Future Planned Purchases	$ -	$ -		$ -	$ -	
Assigned-Capital Projects	$ 376,764	$ 478,279		$ 363,864	$ 477,539	
	$ 381,079	$ 478,279		$ 368,179	$ 477,539	

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4	Student Activity Fund (Fund 81)	October 31, 2018		September 30, 2018	
		YTD-Actual		YTD-Actual	
	Fund Balances- July 1, 2018				
	Designated-SkillsUSA	$	2,395	$	2,395
	Designated-NTHS	$	955	$	955
		$	3,350	$	3,350
	Revenue + Transfers				
	SkillsUSA/Other	$	1,820	$	1,699
	Make-A-Wish/Community Blood Bank/Other	$	1,404	$	103
	National Technical Honor Society	$	220	$	1,802
		$	3,443		
	Expenditure			$	10
	SkillsUSA	$	720	$	10
	Make-A-Wish/Community Blood Bank/Other	$	-	$	20
	National Technical Honor Society	$	80		
		$	800	$	4,084
	Fund Balances- YTD			$	1,038
	Assigned-SkillsUSA/Other	$	3,495	$	5,122
	Assigned-NTHS	$	375	$	1,038
		$	3,869	$	5,722

Business Manager's Report
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Prepared by Terri Birchard
Business Manager

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NOREBT-ECTS	Medical/ Rx	Dental/Vision	Total
Per Employee Per Month	$ 1,283	$ 85	$ 1,368
Account Balance July 1, 2018, Per NOREBT Statement	$ 702,429	SELF FUNDED - NA	$ 702,429
	$ -		$ -
Account Balance July 1, 2018, Adjusted for June claims	$ 702,429		$ 702,429
Plus: YTD Contributions+receipts	$ 120,864		$ 120,864
Plus: Prescription formulary rebate	$ 3,136		$ 3,136
Plus: Interest allocation	$ -		$ -
Plus: reimbursement from excess loss fund	$ -		$ -
	$ 124,000		$ 124,000
Less: YTD gross claims	$ (94,980)		$ (94,980)
Less: YTD gross claims- prescription	$ (39,395)		$ (39,395)
Less: Claims Administration	$ (5,161)		$ (5,161)
Less: Stop Loss insurance	$ -		$ -
Less: reimbursement for large claims over 40K	$ (21,954)		$ (21,954)
Less: Miscellaneous Admin (Legal/ACA Fees/Audit)	$ (23)		$ (23)
Less: other expense- Wellness contribution	$ (294)		$ (294)
Less: Admin expenses/stop-loss ins	$ -		$ -
Less: Total YTD claims/exps.	$ (161,807)		$ (161,807)
Total YTD claims and expenses			
YTD contributions less expenses	$ (37,807)		$ (37,807)
Account balance -6/30/2018 per NOREBT Statement	**$ 664,622**	SELF FUNDED - NA	**$ 664,622**
Months of claims + expenses in reserve	49.3	**Cash Balances - BAI**	49.3
avg monthly claims + expenses	$ 13,484	$ 9,811	$ 13,484

MOST RECENT STATEMENT THROUGH 8/31/18

Other information

A. ***Auditor General Limited Procedures engagement has been completed***
B. ***AFR Submission was completed***
C. ***Developing reports and queries in new software***
D. ***Working on preliminary draft of 2019-2020 budget***

Business Manager's Report
November 2018

Prepared by Terri Birchard
Business Manager

1	General Ledger Bank Account Balances	November 30, 2018	October 31, 2018	Change
	General Fund Cash & Investment Accounts			
	PNC, PSDLAF, ERIEBank	$ 1,787,492.44	$1,434,214.96	$ 353,277.48
	Capital Projects Fund, PSDLAF & PNC	$ 479,017.50	$478,279.37	$ 738.13
	Student Activities Fund-PNC	$ 8,517.48	$9,322.92	$ (805.44)
	Flexible Spending Acct, Act 93 - PNC	$ 4,273.60	$4,093.60	$ 180.00
	Total All Funds - Bank Balances	$ 2,279,301.02	$1,925,910.85	$ 353,390.17

2	General Fund (Fund 10)	November 30, 2018			October 31, 2018		
	Revenue and Expenditure Summary	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
	ECTS-High School						
	Fund Balances - July 1, 2018						
	Fund Balance-Unassigned-(High School)	$ 480,000	$ 259,385		$ 480,000	$ 259,385	
	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	$ 132,582		$ 131,366	$ 132,582	
		$ 1,220,341	$ 1,024,942		$ 1,220,341	$ 1,024,942	
	Revenue-Local Sources & Districts	$ 4,844,696	$ 1,865,049	38.50%	$ 4,844,696	$ 1,438,250	29.69%
	Revenue-All Other Sources	$ 1,623,012	$ 577,975	35.61%	$ 1,623,012	$ 500,341	30.83%
	Total Revenue	$ 6,467,708	$ 2,443,024		$ 6,467,708	$ 1,938,591	
	Expenditure and reserve	$ 6,512,708	$ 2,296,143	35.26%	$ 6,512,708	$ 1,889,228	29.01%
	Change	$ (45,000)	$ 146,881		$ (45,000)	$ 49,363	
	Fund Balances						
	Fund Balance-Unassigned-(High School)	$ 480,000	$ 406,267		$ 480,000	$ 259,385	
	Fund Balance-Assigned PSERS	$ 213,975	$ 382,975		$ 213,975	$ 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	$ 132,582		$ 131,366	$ 132,582	
		$ 1,175,341	$ 1,171,824		$ 1,175,341	$ 1,024,942	

	November 30, 2018			October 31, 2018		
RCTC	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
Fund Balance July 1, 2018	$ 153,768	$ 213,450		$ 153,768	$ 213,450	
Revenue	$ 526,124	$ 151,205	28.74%	$ 526,124	$ 124,225	23.61%
Expenditure and reserve	$ 549,429	$ 138,169	25.15%	$ 549,429	$ 109,736	19.97%
Change	$ (23,305)	$ 13,035		$ (23,305)	$ 14,489	
Fund Balance-Assigned-RCTC	$ 130,463	$ 226,485		$ 130,463	$ 227,939	

Prepared by Terri Birchard
Business Manager

3 ECTS Capital Projects Fund (Fund 31)	November 30, 2018			October 31, 2018		
Revenue and Expenditure Summary	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
Fund Balance-July 1, 2018						
Assigned-Transition Center	$ 4,065	$ -		$ 4,065	$ -	
Assigned-Capital Projects	$ 345,714	$ 435,602		$ 345,714	$ 435,602	
	$ 349,779	$ 435,602		$ 349,779	$ 435,602	
Plus:						
Transfers from General Fund-2018-2019	$ 55,900	$ 55,900	100.00%	$ 55,900	$ 55,900	100.00%
Interest	$ 250	$ 3,344	1337.79%	$ 250	$ 2,606	1871.23%
	$ 56,150	$ 59,244		$ 43,250	$ 58,506	
Less:						
School car	$ -	$ -	0.00%	$ -	$ -	0.00%
HS Copier	$ -	$ -	0.00%	$ -	$ -	0.00%
Network system - server hardware	$ 25,000	$ 15,830	63.32%	$ 25,000	$ 15,830	63.32%
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	$ 15,830		$ 25,000	$ 15,830	
Fund Balance						
Assigned-Transition Center	$ 4,315	$ -		$ 4,315	$ -	
Assigned - Technology	$ -	$ -		$ -	$ -	
Assigned - Future Planned Purchases	$ -	$ -		$ -	$ -	
Assigned-Capital Projects	$ 376,764	$ 479,017		$ 363,864	$ 478,279	
	$ 381,079	$ 479,017		$ 368,179	$ 478,279	

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Business Manager

4 Student Activity Fund (Fund 81)	November 30, 2018		October 31, 2018	
	YTD-Actual		YTD-Actual	
Fund Balances- July 1, 2018				
Designated-SkillsUSA	$	2,395	$	2,395
Designated-NTHS	$	955	$	955
	$	3,350	$	3,350
Revenue + Transfers				
SkillsUSA/Other	$	2,923	$	1,820
Make-A-Wish/Community Blood Bank/Other	$	658	$	1,404
National Technical Honor Society	$	311	$	220
	$	3,892	$	3,443
Expenditure				
SkillsUSA	$	720	$	720
Make-A-Wish/Community Blood Bank/Other	$	185	$	-
National Technical Honor Society	$	80	$	80
	$	985	$	800
Fund Balances- YTD				
Assigned-SkillsUSA/Other	$	4,598	$	3,495
Assigned-NTHS	$	281	$	375
	$	4,879	$	3,869

Business Manager's Report
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Prepared by Terri Birchard
Business Manager

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NOREBT-ECTS	Medical/ Rx	Dental/Vision	Total
Per Employee Per Month	$ 1,283	$ 85	$ 1,368
Account Balance July 1, 2018, Per NOREBT Statement	$ 702,429	SELF FUNDED - NA	$ 702,429
	$ -		$ -
Account Balance July 1, 2018, Adjusted for June claims	$ 702,429		$ 702,429
Plus: YTD Contributions+receipts	$ 244,246		$ 244,246
Plus: Prescription formulary rebate	$ 6,208		$ 6,208
Plus: Interest allocation	$ -		$ -
Plus: reimbursement from excess loss fund	$ 14,073		$ 14,073
	$ 264,527		$ 264,527
Less: YTD gross claims	$ (216,337)		$ (216,337)
Less: YTD gross claims- prescription	$ (46,467)		$ (46,467)
Less: Claims Administration	$ (10,237)		$ (10,237)
Less: Stop Loss insurance	$ -		$ -
Less: reimbursement for large claims over 40K	$ (43,460)		$ (43,460)
Less: Miscellaneous Admin (Legal/ACA Fees/Audit)	$ (4,708)		$ (4,708)
Less: other expense- Wellness contribution	$ (582)		$ (582)
Less: Admin expenses/stop-loss ins	$ -		$ -
Less: Total YTD claims/exps.	$ (321,792)		$ (321,792)
Total YTD claims and expenses			
YTD contributions less expenses	$ (57,264)		$ (57,264)
Account balance -10/31/2018 per NOREBT Statement	**$ 645,165**	SELF FUNDED - NA	**$ 645,165**
Months of claims + expenses in reserve	24.1	**Cash Balances - BAI**	24.1
avg monthly claims + expenses	$ 26,816	$ 9,811	$ 26,816
MOST RECENT STATEMENT THROUGH 10/31/18	$ 645,164.52		

Other information

A. ***Auditor General Limited Procedures engagement has been completed***
B. ***AFR Submission was completed***
C. ***Developing reports and queries in new software***
D. ***Working on preliminary draft of 2019-2020 budget***