Business Manager's Report
December 2018

Prepared by Terri Birchard
Business Manager

1	General Ledger Bank Account Balances	December 31, 2018	November 30, 2018	Change
	General Fund Cash & Investment Accounts			
	PNC, PSDLAF, ERIEBank	$ 1,628,260.14	$1,787,492.44	$ (159,232.30)
	Capital Projects Fund, PSDLAF & PNC	$ 479,826.65	$479,017.50	$ 809.15
	Student Activities Fund-PNC	$ 7,933.24	$8,517.48	$ (584.24)
	Flexible Spending Acct, Act 93 - PNC	$ 4,453.60	$4,273.60	$ 180.00
	Total All Funds - Bank Balances	$ 2,120,473.63	$2,279,301.02	$ (158,827.39)

2	General Fund (Fund 10)	December 31, 2018			November 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	$ 2,305,742	47.59%	$ 4,844,696	$ 1,865,049	38.50%
	Revenue-All Other Sources	$ 1,623,012	$ 829,883	51.13%	$ 1,623,012	$ 577,975	35.61%
	Total Revenue	$ 6,467,708	$ 3,135,625		$ 6,467,708	$ 2,443,024	
	Expenditure and reserve	$ 6,512,708	$ 2,848,054	43.73%	$ 6,512,708	$ 2,296,143	35.26%
	Change	$ (45,000)	$ 287,571		$ (45,000)	$ 146,881	
	Fund Balances						
	Fund Balance-Unassigned-(High School)	$ 480,000	$ 546,956		$ 480,000	$ 406,267	
	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	$ 1,312,513		$ 1,175,341	$ 1,171,824	

	December 31, 2018			November 30, 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	$ 190,500	36.21%	$ 526,124	$ 151,205	28.74%
Expenditure and reserve	$ 549,429	$ 187,815	34.18%	$ 549,429	$ 138,169	25.15%
Change	$ (23,305)	$ 2,684		$ (23,305)	$ 13,035	
Fund Balance-Assigned-RCTC	$ 130,463	$ 216,134		$ 130,463	$ 226,485	

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ECTS Capital Projects Fund (Fund 31) Revenue and Expenditure Summary	December 31, 2018 Annual Budget	December 31, 2018 YTD Actual	December 31, 2018 %	November 30, 2018 Annual Budget	November 30, 2018 YTD Actual	November 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	$ 4,154	1661.45%	$ 250	$ 3,344	1337.79%
	$ 56,150	$ 60,054		$ 56,150	$ 59,244	
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	$ 479,826		$ 376,764	$ 479,017	
	$ 381,079	$ 479,826		$ 381,079	$ 479,017	

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4	Student Activity Fund (Fund 81)	December 31, 2018	November 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	$ 4,092	$ 2,923
	Make-A-Wish/Community Blood Bank/Other	$ 644	$ 658
	National Technical Honor Society	$ 923	$ 311
		$ 5,660	$ 3,892
	Expenditure		
	SkillsUSA	$ 720	$ 720
	Make-A-Wish/Community Blood Bank/Other	$ 185	$ 185
	National Technical Honor Society	$ 303	$ 80
		$ 1,208	$ 985
	Fund Balances- YTD		
	Assigned-SkillsUSA/Other	$ 5,767	$ 4,598
	Assigned-NTHS	$ 670	$ 281
		$ 6,438	$ 4,879

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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	$ 304,678		$ 304,678
Plus: Prescription formulary rebate	$ 7,744		$ 7,744
Plus: Interest allocation	$ -		$ -
Plus: reimbursement from excess loss fund	$ 69,856		$ 69,856
	$ 382,278		$ 382,278
Less: YTD gross claims	$ (328,307)		$ (328,307)
Less: YTD gross claims- prescription	$ (56,649)		$ (56,649)
Less: Claims Administration	$ (12,770)		$ (12,770)
Less: Stop Loss insurance	$ -		$ -
Less: reiinsurance for large claims over 40K	$ (54,213)		$ (54,213)
Less: Miscellaneous Admin (Legal/ACA Fees/Audit)	$ (4,958)		$ (4,958)
Less: other expense- Wellness contribution	$ (726)		$ (726)
Less: Admin expenses/stop-loss ins	$ -		$ -
Less: Total YTD claims/exps.	$ (457,622)		$ (457,622)
Total YTD claims and expenses			
YTD contributions less expenses	$ (75,344)		$ (75,344)
Account balance -11/30/2018 per NOREBT Statement	**$ 627,085**	SELF FUNDED - NA	**$ 627,085**
Months of claims + expenses in reserve	16.4	**Cash Balances - BAI**	16.4
avg monthly claims + expenses	$ 38,135	$ 9,811	$ 38,135

MOST RECENT STATEMENT THROUGH 11/30/18

Other information

A. ***Working on preliminary draft of 2019-2020 budget***
B. ***Quarterly reports - grants, sales tax, PDE reimbursements were submitted***
C. ***Developing reports and queries in new software***
D. ***Working on 1099 reportings due out by 1/31/19***