Business Manager's Report
February 2020

Prepared by Terri Birchard
Business Manager

1	General Ledger Bank Account Balances	February 29, 2020	January 31, 2020	Change
	General Fund Cash & Investment Accounts			
	PNC, PSDLAF, ERIEBank, NWSB	$ 1,583,158.00	$1,314,853.78	$ 268,304.22
	Capital Projects Fund, PSDLAF, NWSB & PNC	$ 708,749.86	$ 742,464.53	$ (33,714.67)
	Student Activities Fund-PNC & NWSB	$ 12,451.77	$14,768.80	$ (2,317.03)
	Flexible Spending Acct - PNC	$ 6,698.88	$5,819.74	$ 879.14
	Total All Funds - Bank Balances	$ 2,311,058.51	$2,077,906.85	$ 233,151.66

2	General Fund (Fund 10)	February 29, 2020			January 31, 2020		
	Revenue and Expenditure Summary	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
	ECTS-High School						
	Fund Balances - July 1, 2019						
	Fund Balance-Unassigned-(High School)	$ 138,631	$ 138,631		$ 138,631	$ 138,631	
	Fund Balance-Assigned PSERS	$ 318,800	$ 318,800		$ 318,800	$ 318,800	
	Fund Balance - Assigned - New Program	$ 250,000	$ 250,000		$ 250,000	$ 250,000	
	Fund Balance-Non-Spendable-Inventory	$ 120,162	$ 120,162		$ 120,162	$ 120,162	
		$ 827,593	$ 827,593		$ 827,593	$ 827,593	
	Revenue-Local Sources & Districts	$ 4,960,447	$ 3,253,596	65.59%	$ 4,960,447	$ 2,837,526	57.20%
	Revenue-All Other Sources	$ 1,666,429	$ 930,204	55.82%	$ 1,666,429	$ 803,922	48.24%
	Total Revenue	$ 6,626,876	$ 4,183,800		$ 6,626,876	$ 3,641,448	
	Expenditure and reserve	$ 6,626,876	$ 3,821,304	57.66%	$ 6,626,876	$ 3,308,890	49.93%
	Change	$ -	$ 362,496		$ -	$ 332,558	
	Fund Balances						
	Fund Balance-Unassigned-(High School)	$ 138,631	$ 501,127		$ 138,631	$ 471,189	
	Fund Balance-Assigned PSERS	$ 318,800	$ 318,800		$ 318,800	$ 318,800	
	Fund Balance - Assigned - New Program	$ 250,000	$ 250,000		$ 250,000	$ 250,000	
	Fund Balance-Non-Spendable-Inventory	$ 120,162	$ 120,162		$ 120,162	$ 120,162	
		$ 827,593	$ 1,190,089		$ 827,593	$ 1,160,151	

	February 29, 2020			January 31, 2020		
RCTC	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
Fund Balance July 1, 2019	$ 217,986	$ 222,904		$ 217,986	$ 222,904	
Revenue	$ 476,000	$ 369,199	77.56%	$ 476,000	$ 321,621	67.57%
Expenditure and reserve	$ 476,000	$ 361,842	76.02%	$ 476,000	$ 328,751	69.07%
Change	$ -	$ 7,357		$ -	$ (7,130)	
Fund Balance-Assigned-RCTC	$ 217,986	$ 230,261		$ 217,986	$ 236,094	

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3 ECTS Capital Projects Fund (Fund 31)	February 29, 2020					January 31, 2020				
Revenue and Expenditure Summary	Annual Budget		YTD Actual		%	Annual Budget		YTD Actual		%
Fund Balance-July 1, 2019										
Assigned-Transition Center	$	-	$	-		$	-	$	-	
Assigned-Capital Projects	$	782,179	$	782,179		$	782,179	$	782,179	
	$	782,179	$	782,179		$	782,179	$	782,179	
Plus:										
Transfers from General Fund-2019-2020	$	65,900	$	65,900	100.00%	$	65,900	$	65,900	100.00%
School District Contributions - Pre Bid Documents	$	-	$	225,000		$	-	$	225,000	
Interest	$	650	$	7,891	1214.06%	$	650	$	7,136	969.56%
	$	66,550	$	298,791		$	66,550	$	298,036	
Less:										
School car	$	-	$	-	0.00%	$	-	$	-	0.00%
HS Copier	$	-	$	-	0.00%	$	-	$	-	0.00%
Copier - GRA	$	25,000	$	-	0.00%	$	25,000	$	-	0.00%
Network system - server software	$	-	$	-	0.00%	$	-	$	-	0.00%
Faculty laptop replacements	$	33,000	$	-	0.00%	$	33,000	$	-	0.00%
Technology	$	-	$	50,458		$	-	$	49,930	
Classroom Projection	$	20,000	$	-	0.00%	$	20,000	$	-	0.00%
Fire Alarm Project	$	-	$	86,265		$	-	$	52,323	
School District - Pre-Bid Documents	$	-	$	225,000		$	-	$	225,000	
Other - Production Server Replacement	$	50,000	$	-	0.00%	$	50,000	$	-	0.00%
	$	128,000	$	361,723		$	128,000	$	327,253	
Fund Balance										
Assigned-Transition Center	$	-	$	-		$	-	$	-	
Assigned-Capital Projects	$	720,729	$	719,248		$	720,729	$	752,962	
	$	720,729	$	719,248		$	720,729	$	752,962	

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4	Student Activity Fund (Fund 81)	February 29, 2020	January 31, 2020
		YTD-Actual	YTD-Actual
	Fund Balances- July 1, 2019		
	Designated-SkillsUSA	$ 3,348	$ 3,348
	Designated -Other	$ 1,815	$ 1,815
	Designated-NTHS	$ 3,281	$ 3,281
		$ 8,444	$ 8,444
	Revenue + Transfers		
	SkillsUSA/Other	$ 5,956	$ 5,257
	Make-A-Wish/Community Blood Bank/Other	$ 1,512	$ 1,512
	National Technical Honor Society	$ 2,896	$ 2,224
		$ 10,364	$ 8,992
	Expenditure		
	SkillsUSA	$ 7,625	$ 4,907
	Make-A-Wish/Community Blood Bank/Other	$ -	$ -
	National Technical Honor Society	$ 2,527	$ 1,963
		$ 10,152	$ 6,870
	Fund Balances- YTD		
	Assigned-SkillsUSA/Other	$ 1,679	$ 3,698
	Assigned -Other	$ 3,327	$ 3,327
	Assigned-NTHS	$ 3,649	$ 3,541
		$ 8,656	$ 10,566

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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, 2019, Per NOREBT Statement	$ 585,627	SELF FUNDED - NA	$ 585,627
	$ -		$ -
Account Balance July 1, 2019, Adjusted for June claims	$ 585,627		$ 585,627
Plus: YTD Contributions+receipts	$ 465,698		$ 465,698
Plus: Prescription formulary rebate	$ 5,792		$ 5,792
Plus: Interest allocation/Loyalty credit	$ 13,624		$ 13,624
Plus: reimbursement from excess loss fund	$ -		$ -
	$ 485,114		$ 485,114
Less: YTD gross claims	$ (360,969)		$ (360,969)
Less: YTD gross claims- prescription	$ (117,527)		$ (117,527)
Less: Claims Administration	$ (18,959)		$ (18,959)
Less: Stop Loss insurance	$ (14,927)		$ (14,927)
Less: reinsurance for large claims over 40K	$ (87,574)		$ (87,574)
Less: Miscellaneous Admin (Legal/ACA Fees/Audit)	$ (1,525)		$ (1,525)
Less: other expense- Wellness contribution	$ (1,077)		$ (1,077)
Less: Admin expenses/stop-loss ins	$ (700)		$ (700)
Less: Total YTD claims/exps.	$ (603,258)		$ (603,258)
Total YTD claims and expenses			
YTD contributions less expenses	$ (118,144)		$ (118,144)
Account balance -2/29/2020 per NOREBT Statement	**$ 467,483**	SELF FUNDED - NA	**$ 467,483**
Months of claims + expenses in reserve	9.3	**Cash Balances - BAI**	9.3
avg monthly claims + expenses	$ 50,272		$ 50,272

MOST RECENT STATEMENT THROUGH 2/29/20

Other information

A. ***Perkins budget reallocation was submitted to PDE***
B. ***PDE third quarter reports submitted***
C. ***Working on 2020-2021 budget submission to PDE***
D.

Business Manager's Report
March 2020

Prepared by Terri Birchard
Business Manager

1	General Ledger Bank Account Balances	March 31, 2020	February 29, 2020	Change
	General Fund Cash & Investment Accounts			
	PNC, PSDLAF, ERIEBank, NWSB	$ 1,369,566.43	$1,583,158.00	$ (213,591.57)
	Capital Projects Fund, PSDLAF, NWSB & PNC	$ 709,124.59	$ 708,749.86	$ 374.73
	Student Activities Fund-PNC & NWSB	$ 17,654.68	$12,451.77	$ 5,202.91
	Flexible Spending Acct - PNC	$ 7,304.28	$6,698.88	$ 605.40
	Total All Funds - Bank Balances	$ 2,103,649.98	$2,311,058.51	$ (207,408.53)

2	General Fund (Fund 10)	March 31, 2020			February 29, 2020		
	Revenue and Expenditure Summary	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
	ECTS-High School						
	Fund Balances - July 1, 2019						
	Fund Balance-Unassigned-(High School)	$ 138,631	$ 138,631		$ 138,631	$ 138,631	
	Fund Balance-Assigned PSERS	$ 318,800	$ 318,800		$ 318,800	$ 318,800	
	Fund Balance - Assigned - New Program	$ 250,000	$ 250,000		$ 250,000	$ 250,000	
	Fund Balance-Non-Spendable-Inventory	$ 120,162	$ 120,162		$ 120,162	$ 120,162	
		$ 827,593	$ 827,593		$ 827,593	$ 827,593	
	Revenue-Local Sources & Districts	$ 4,960,447	$ 3,661,559	73.82%	$ 4,960,447	$ 3,253,596	65.59%
	Revenue-All Other Sources	$ 1,666,429	$ 1,140,560	68.44%	$ 1,666,429	$ 930,204	55.82%
	Total Revenue	$ 6,626,876	$ 4,802,120		$ 6,626,876	$ 4,183,812	
	Expenditure and reserve	$ 6,626,876	$ 4,292,129	64.77%	$ 6,626,876	$ 3,821,304	57.66%
	Change	$ -	$ 509,991		$ -	$ 362,508	
	Fund Balances						
	Fund Balance-Unassigned-(High School)	$ 138,631	$ 648,622		$ 138,631	$ 501,139	
	Fund Balance-Assigned PSERS	$ 318,800	$ 318,800		$ 318,800	$ 318,800	
	Fund Balance - Assigned - New Program	$ 250,000	$ 250,000		$ 250,000	$ 250,000	
	Fund Balance-Non-Spendable-Inventory	$ 120,162	$ 120,162		$ 120,162	$ 120,162	
		$ 827,593	$ 1,337,584		$ 827,593	$ 1,190,101	

	March 31, 2020			February 29, 2020		
RCTC	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
Fund Balance July 1, 2019	$ 217,986	$ 222,904		$ 217,986	$ 222,904	
Revenue	$ 476,000	$ 425,100	89.31%	$ 476,000	$ 369,199	67.57%
Expenditure and reserve	$ 476,000	$ 414,369	87.05%	$ 476,000	$ 361,842	69.07%
Change	$ -	$ 10,731		$ -	$ 7,357	
Fund Balance-Assigned-RCTC	$ 217,986	$ 233,635		$ 217,986	$ 230,261	

Business Manager's Report
March 2020

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Business Manager

3 ECTS Capital Projects Fund (Fund 31)	March 31, 2020			February 29, 2020		
Revenue and Expenditure Summary	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
Fund Balance-July 1, 2019						
Assigned-Transition Center	$ -	$ -		$ -	$ -	
Assigned-Capital Projects	$ 782,179	$ 782,179		$ 782,179	$ 782,179	
	$ 782,179	$ 782,179		$ 782,179	$ 782,179	
Plus:						
Transfers from General Fund-2019-2020	$ 65,900	$ 65,900	100.00%	$ 65,900	$ 65,900	100.00%
School District Contributions - Pre Bid Documents	$ -	$ 225,000		$ -	$ 225,000	
Interest	$ 650	$ 8,266	1271.64%	$ 650	$ 7,891	969.56%
	$ 66,550	$ 299,166		$ 66,550	$ 298,791	
Less:						
School car	$ -	$ -	0.00%	$ -	$ -	0.00%
HS Copier	$ -	$ -	0.00%	$ -	$ -	0.00%
Copier - GRA	$ 25,000	$ -	0.00%	$ 25,000	$ -	0.00%
Network system - server software	$ -	$ -	0.00%	$ -	$ -	0.00%
Faculty laptop replacements	$ 33,000	$ -	0.00%	$ 33,000	$ -	0.00%
Technology	$ -	$ 50,458		$ -	$ 50,458	
Classroom Projection	$ 20,000	$ -	0.00%	$ 20,000	$ -	0.00%
Fire Alarm Project	$ -	$ 112,815		$ -	$ 86,265	
School District - Pre-Bid Documents	$ -	$ 225,000		$ -	$ 225,000	
Other - Production Server Replacement	$ 50,000	$ -	0.00%	$ 50,000	$ -	0.00%
	$ 128,000	$ 388,273		$ 128,000	$ 361,723	
Fund Balance						
Assigned-Transition Center	$ -	$ -		$ -	$ -	
Assigned-Capital Projects	$ 720,729	$ 693,072		$ 720,729	$ 719,248	
	$ 720,729	$ 693,072		$ 720,729	$ 719,248	

Prepared by Terri Birchard
Business Manager

4	Student Activity Fund (Fund 81)	March 31, 2020	February 29, 2020
		YTD-Actual	YTD-Actual
	Fund Balances- July 1, 2019		
	Designated-SkillsUSA	$ 3,348	$ 3,348
	Designated -Other	$ 1,815	$ 1,815
	Designated-NTHS	$ 3,281	$ 3,281
		$ 8,444	$ 8,444
	Revenue + Transfers		
	SkillsUSA/Other	$ 9,211	$ 5,956
	Make-A-Wish/Community Blood Bank/Other	$ 1,512	$ 1,512
	National Technical Honor Society	$ 5,534	$ 2,896
		$ 16,257	$ 10,364
	Expenditure		
	SkillsUSA	$ 7,625	$ 7,625
	Make-A-Wish/Community Blood Bank/Other	$ -	$ -
	National Technical Honor Society	$ 3,216	$ 2,527
		$ 10,841	$ 10,152
	Fund Balances- YTD		
	Assigned-SkillsUSA/Other	$ 4,934	$ 1,679
	Assigned -Other	$ 3,327	$ 3,327
	Assigned-NTHS	$ 5,598	$ 3,649
		$ 13,859	$ 8,656

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Plus: Prescription formulary rebate	$ 5,792		$ 5,792
Plus: Interest allocation/Loyalty credit	$ 13,624		$ 13,624
Plus: reimbursement from excess loss fund	$ -		$ -
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Less: reinsurance for large claims over 40K	$ (87,574)		$ (87,574)
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