Business Manager's Report
October 2020

Prepared by Terri Birchard
Business Manager

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General Ledger Bank Account Balances	October 31, 2020	September 30, 2020	Change
General Fund Cash & Investment Accounts			
PNC, PSDLAF, ERIEBank, NWSB	$ 1,882,664.58	$ 1,644,567.39	$ 238,097.19
Capital Projects Fund, PSDLAF, NWSB & PNC	$ 418,603.22	$ 674,451.48	$ (255,848.26)
Student Activities Fund-PNC & NWSB	$ 14,670.48	$ 12,413.28	$ 2,257.20
Flexible Spending Acct - PNC	$ 12,686.25	$ 13,020.85	$ (334.60)
Total All Funds - Bank Balances	$ 2,328,624.53	$ 2,344,453.00	$ (15,828.47)

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General Fund (Fund 10)	October 31, 2020			September 30, 2020		
Revenue and Expenditure Summary	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
ECTS-High School						
Fund Balances - July 1, 2020						
Fund Balance-Unassigned-(High School)	$ 432,367	$ 244,881		$ 432,367	$ 244,881	
Fund Balance-Assigned PSERS	$ 282,975	$ 318,800		$ 282,975	$ 318,800	
Fund Balance - Assigned - COVID Activities	$ -	$ 350,000		$ -	$ 350,000	
Fund Balance - Assigned - Equipment Purchase	$ -	$ 37,500		$ -	$ 37,500	
Fund Balance - Assigned - New Program	$ 250,000	$ 250,000		$ 250,000	$ 250,000	
Fund Balance-Non-Spendable-Inventory	$ 93,406	$ 93,406		$ 93,406	$ 93,406	
	$ 1,058,748	$ 1,294,587		$ 1,058,748	$ 1,294,587	
Revenue-Local Sources & Districts	$ 4,676,025	$ 1,691,039	36.16%	$ 4,676,025	$ 1,092,126	23.36%
Revenue-All Other Sources	$ 1,778,286	$ 699,488	39.33%	$ 1,778,286	$ 339,437	19.09%
Total Revenue	$ 6,454,311	$ 2,390,528		$ 6,454,311	$ 1,431,563	
Expenditure and reserve	$ 6,454,311	$ 2,184,763	33.85%	$ 6,454,311	$ 1,483,637	22.99%
Change	$ -	$ 205,765		$ -	$ (52,073)	
Fund Balances						
Fund Balance-Unassigned-(High School)	$ 432,367	$ 450,646		$ 432,367	$ 192,808	
Fund Balance-Assigned PSERS	$ 282,975	$ 318,800		$ 282,975	$ 318,800	
Fund Balance - Assigned - COVID Activities	$ -	$ 350,000		$ -	$ 350,000	
Fund Balance - Assigned - Equipment Purchase	$ -	$ 37,500		$ -	$ 37,500	
Fund Balance - Assigned - New Program	$ 250,000	$ 250,000		$ 250,000	$ 250,000	
Fund Balance-Non-Spendable-Inventory	$ 93,406	$ 93,406		$ 93,406	$ 93,406	
	$ 1,058,748	$ 1,500,352		$ 1,058,748	$ 1,242,514	
	October 31, 2020			September 30, 2020		
RCTC	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
Fund Balance July 1, 2020	$ 217,986	$ 226,738		$ 217,986	$ 226,738	
Revenue	$ 459,105	$ 136,286	29.69%	$ 459,105	$ 94,786	20.65%
Expenditure and reserve	$ 459,105	$ 101,193	22.04%	$ 459,105	$ 69,851	15.21%
Change	$ -	$ 35,093		$ -	$ 24,935	
Fund Balance-Assigned-RCTC	$ 217,986	$ 261,831		$ 217,986	$ 251,673	

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3 ECTS Capital Projects Fund (Fund 31) Revenue and Expenditure Summary	October 31, 2020 Annual Budget	October 31, 2020 YTD Actual	October 31, 2020 %	September 30, 2020 Annual Budget	September 30, 2020 YTD Actual	September 30, 2020 %
Fund Balance-July 1, 2020						
Assigned-Transition Center	$ -	$ -		$ -	$ -	
Assigned-Capital Projects	$ 282,229	$ 584,362		$ 282,229	$ 584,362	
	$ 282,229	$ 584,362		$ 282,229	$ 584,362	
Plus:						
Transfers from General Fund	$ 75,000	$ -	0.00%	$ 75,000	$ -	0.00%
School District Contributions - Pre Bid Documents	$ -	$ 234,390		$ -	$ 234,390	
Interest	$ 650	$ 335	51.47%	$ 650	$ 286	44.01%
	$ 75,650	$ 234,725		$ 75,650	$ 234,676	
Less:						
School car	$ -	$ -	0.00%	$ -	$ -	0.00%
HS Copier	$ -	$ -	0.00%	$ -	$ -	0.00%
Copier - GRA	$ -	$ -	0.00%	$ -	$ -	0.00%
Network system - server software	$ 19,500	$ -	0.00%	$ 19,500	$ -	0.00%
Faculty laptop replacements	$ 15,700	$ -	0.00%	$ 15,700	$ -	0.00%
Technology - overpayment refund	$ -	$ (321)		$ -	$ (42,971)	
Classroom Projection	$ 10,000	$ -	0.00%	$ 10,000	$ -	0.00%
Fire Alarm Project	$ -	$ 12,894		$ -	$ 12,894	
Secure Vestibule Project	$ -	$ 148,251		$ -	$ 126,748	
School District - Pre-Bid Documents	$ -	$ -		$ -	$ -	
Other - Production Server Replacement	$ -	$ -	0.00%	$ -	$ -	0.00%
	$ 45,200	$ 160,824		$ 45,200	$ 96,671	
Fund Balance						
Assigned-Transition Center	$ -	$ -		$ -	$ -	
Assigned-Capital Projects	$ 312,679	$ 658,262		$ 312,679	$ 722,367	
	$ 312,679	$ 658,262		$ 312,679	$ 722,367	

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4 Student Activity Fund (Fund 81)	October 31, 2020		September 30, 2020	
	YTD-Actual		YTD-Actual	
Fund Balances- July 1, 2019				
Designated-SkillsUSA	$	5,191	$	5,191
Designated -Other	$	4,052	$	4,052
Designated-NTHS	$	2,153	$	2,153
	$	11,396	$	11,396
Revenue + Transfers				
SkillsUSA/Other	$	2,496	$	-
Make-A-Wish/Community Blood Bank/Other	$	-	$	-
National Technical Honor Society	$	968	$	-
	$	3,464	$	-
Expenditure				
SkillsUSA	$	1	$	-
Make-A-Wish/Community Blood Bank/Other	$	-	$	-
National Technical Honor Society	$	1	$	-
	$	1	$	-
Fund Balances- YTD				
Assigned-SkillsUSA/Other	$	7,687	$	5,191
Assigned -Other	$	4,052	$	4,052
Assigned-NTHS	$	3,120	$	2,153
	$	14,859	$	11,396

Business Manager's Report
October 2020

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NOREBT-ECTS	Medical/ Rx	Dental/Vision	Total
Per Employee Per Month	$ 1,283	$ 85	$ 1,368
Account Balance July 1, 2020, Per NOREBT Statement	$ 498,770	SELF FUNDED - NA	$ 498,770
	$ -		$ -
Account Balance July 1, 2020, Adjusted for June claims	$ 498,770		$ 498,770
Plus: YTD Contributions+receipts	$ 177,891		$ 177,891
Plus: Prescription formulary rebate	$ 2,128		$ 2,128
Plus: Interest allocation/Loyalty credit	$ 2,668		$ 2,668
Plus: reimbursement from excess loss fund	$ -		$ -
	$ 182,687		$ 182,687
Less: YTD gross claims	$ (130,776)		$ (130,776)
Less: YTD gross claims- prescription	$ (39,040)		$ (39,040)
Less: Claims Administration	$ (6,598)		$ (6,598)
Less: Stop Loss insurance	$ (7,838)		$ (7,838)
Less: reinsurance for large claims over 45K	$ (31,243)		$ (31,243)
Less: Miscellaneous Admin (Legal/ACA Fees/Audit)	$ (5,325)		$ (5,325)
Less: other expense- Wellness contribution	$ (390)		$ (390)
Less: Admin expenses/stop-loss ins	$ (124)		$ (124)
Less: Total YTD claims/exps.	$ (221,333)		$ (221,333)
Total YTD claims and expenses			
YTD contributions less expenses	$ (38,646)		$ (38,646)
Account balance - 9/30/2020 per NOREBT Statement	**$ 460,124**	SELF FUNDED - NA	**$ 460,124**
Months of claims + expenses in reserve	24.9	**Cash Balances - BAI**	24.9
avg monthly claims + expenses	$ 18,444		$ 18,444

Other information

A. ***AFR was submitted prior to October deadline***

B. ***Quarterly reconcililation submissions for federal/state grants submitted***

C. ***Working on 2021-2022 budget***

D.

Business Manager's Report
November 2020

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1	General Ledger Bank Account Balances	November 30, 2020	October 31, 2020	Change
	General Fund Cash & Investment Accounts			
	PNC, PSDLAF, ERIEBank, NWSB	$ 2,452,426.90	$ 1,882,664.58	$ 569,762.32
	Capital Projects Fund, PSDLAF, NWSB & PNC	$ 425,770.76	$ 418,603.22	$ 7,167.54
	Student Activities Fund-PNC & NWSB	$ 16,420.53	$ 14,670.48	$ 1,750.05
	Flexible Spending Acct - PNC	$ 13,971.65	$ 12,686.25	$ 1,285.40
	Total All Funds - Bank Balances	$ 2,908,589.84	$ 2,328,624.53	$ 579,965.31

2	General Fund (Fund 10)	November 30, 2020			October 31, 2020		
	Revenue and Expenditure Summary	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
	ECTS-High School						
	Fund Balances - July 1, 2020						
	Fund Balance-Unassigned-(High School)	$ 432,367	$ 244,881		$ 432,367	$ 244,881	
	Fund Balance-Assigned PSERS	$ 282,975	$ 318,800		$ 282,975	$ 318,800	
	Fund Balance - Assigned - COVID Activities	$ -	$ 350,000		$ -	$ 350,000	
	Fund Balance - Assigned - Equipment Purchase	$ -	$ 37,500		$ -	$ 37,500	
	Fund Balance - Assigned - New Program	$ 250,000	$ 250,000		$ 250,000	$ 250,000	
	Fund Balance-Non-Spendable-Inventory	$ 93,406	$ 93,406		$ 93,406	$ 93,406	
		$ 1,058,748	$ 1,294,587		$ 1,058,748	$ 1,294,587	
	Revenue-Local Sources & Districts	$ 4,676,025	$ 2,058,763	44.03%	$ 4,676,025	$ 1,691,039	36.16%
	Revenue-All Other Sources	$ 1,778,286	$ 768,998	43.24%	$ 1,778,286	$ 699,488	39.33%
	Total Revenue	$ 6,454,311	$ 2,827,762		$ 6,454,311	$ 2,390,528	
	Expenditure and reserve	$ 6,454,311	$ 2,673,555	41.42%	$ 6,454,311	$ 2,184,763	33.85%
	Change	$ -	$ 154,207		$ -	$ 205,765	
	Fund Balances						
	Fund Balance-Unassigned-(High School)	$ 432,367	$ 399,088		$ 432,367	$ 320,495	
	Fund Balance-Assigned PSERS	$ 282,975	$ 318,800		$ 282,975	$ 318,800	
	Fund Balance - Assigned - COVID Activities	$ -	$ 350,000		$ -	$ 350,000	
	Fund Balance - Assigned - Equipment Purchase	$ -	$ 37,500		$ -	$ 37,500	
	Fund Balance - Assigned - New Program	$ 250,000	$ 250,000		$ 250,000	$ 250,000	
	Fund Balance-Non-Spendable-Inventory	$ 93,406	$ 93,406		$ 93,406	$ 93,406	
		$ 1,058,748	$ 1,448,794		$ 1,058,748	$ 1,370,201	

	November 30, 2020			October 31, 2020		
RCTC	Annual Budget	YTD Actual	%	Annual Budget	YTD Actual	%
Fund Balance July 1, 2020	$ 217,986	$ 226,738		$ 217,986	$ 226,738	
Revenue	$ 459,105	$ 167,659	36.52%	$ 459,105	$ 136,286	29.69%
Expenditure and reserve	$ 459,105	$ 104,623	22.79%	$ 459,105	$ 101,193	22.04%
Change	$ -	$ 63,036		$ -	$ 35,093	
Fund Balance-Assigned-RCTC	$ 217,986	$ 289,774		$ 217,986	$ 261,831	

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ECTS Capital Projects Fund (Fund 31) Revenue and Expenditure Summary	November 30, 2020 Annual Budget	November 30, 2020 YTD Actual	%	October 31, 2020 Annual Budget	October 31, 2020 YTD Actual	%
Fund Balance-July 1, 2020						
Assigned-Transition Center	$ -	$ -		$ -	$ -	
Assigned-Capital Projects	$ 282,229	$ 584,362		$ 282,229	$ 584,362	
	$ 282,229	$ 584,362		$ 282,229	$ 584,362	
Plus:						
Transfers from General Fund	$ 75,000	$ -	0.00%	$ 75,000	$ -	0.00%
School District Contributions - Pre Bid Documents	$ -	$ 234,390		$ -	$ 234,390	
Interest	$ 650	$ 348	53.60%	$ 650	$ 335	51.47%
	$ 75,650	$ 234,738		$ 75,650	$ 462,025	
Less:						
School car	$ -	$ -	0.00%	$ -	$ -	0.00%
HS Copier	$ -	$ -	0.00%	$ -	$ -	0.00%
Copier - GRA	$ -	$ -	0.00%	$ -	$ -	0.00%
Network system - server software	$ 19,500	$ -	0.00%	$ 19,500	$ -	0.00%
Faculty laptop replacements	$ 15,700	$ -	0.00%	$ 15,700	$ -	0.00%
Technology - overpayment refund	$ -	$ (321)		$ -	$ (321)	
Classroom Projection	$ 10,000	$ -	0.00%	$ 10,000	$ -	0.00%
Fire Alarm Project	$ -	$ 12,894		$ -	$ 12,894	
Secure Vestibule Project	$ -	$ 146,413		$ -	$ 148,251	
School District - Pre-Bid Documents	$ -	$ 20		$ -	$ -	
Other - Production Server Replacement	$ -	$ -	0.00%	$ -	$ -	0.00%
	$ 45,200	$ 159,006		$ 45,200	$ 120,474	
Fund Balance						
Assigned-Transition Center	$ -	$ -		$ -	$ -	
Assigned-Capital Projects	$ 312,679	$ 660,095		$ 312,679	$ 925,912	
	$ 312,679	$ 660,095		$ 312,679	$ 925,912	

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4	Student Activity Fund (Fund 81)	November 30, 2020		October 31, 2020	
		YTD-Actual		YTD-Actual	
	Fund Balances- July 1, 2019				
	Designated-SkillsUSA	$	5,191	$	5,191
	Designated -Other	$	4,052	$	4,052
	Designated-NTHS	$	2,153	$	2,153
		$	11,396	$	11,396
	Revenue + Transfers				
	SkillsUSA/Other	$	3,486	$	2,496
	Make-A-Wish/Community Blood Bank/Other	$	-	$	-
	National Technical Honor Society	$	1,748	$	968
		$	5,234	$	3,464
	Expenditure				
	SkillsUSA	$	934	$	1
	Make-A-Wish/Community Blood Bank/Other	$	-	$	-
	National Technical Honor Society	$	1,217	$	1
		$	2,150	$	1
	Fund Balances- YTD				
	Assigned-SkillsUSA/Other	$	7,743	$	7,687
	Assigned -Other	$	4,052	$	4,052
	Assigned-NTHS	$	2,685	$	3,120
		$	14,480	$	14,859

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5

NOREBT-ECTS	Medical/ Rx	Dental/Vision	Total
Per Employee Per Month	$ 1,283	$ 85	$ 1,368
Account Balance July 1, 2020, Per NOREBT Statement	$ 498,770	SELF FUNDED - NA	$ 498,770
	$ -		$ -
Account Balance July 1, 2020, Adjusted for June claims	$ 498,770		$ 498,770
Plus: YTD Contributions+receipts	$ 239,946		$ 239,946
Plus: Prescription formulary rebate	$ 2,880		$ 2,880
Plus: Interest allocation/Loyalty credit	$ 2,668		$ 2,668
Plus: reimbursement from excess loss fund	$ 1,691		$ 1,691
	$ 247,185		$ 247,185
Less: YTD gross claims	$ (179,510)		$ (179,510)
Less: YTD gross claims- prescription	$ (54,180)		$ (54,180)
Less: Claims Administration	$ (8,932)		$ (8,932)
Less: Stop Loss insurance	$ (10,611)		$ (10,611)
Less: reinsurance for large claims over 45K	$ (42,298)		$ (42,298)
Less: Miscellaneous Admin (Legal/ACA Fees/Audit)	$ (5,325)		$ (5,325)
Less: other expense- Wellness contribution	$ (528)		$ (528)
Less: Admin expenses/stop-loss ins	$ (1,159)		$ (1,159)
Less: Total YTD claims/exps.	$ (302,543)		$ (302,543)
Total YTD claims and expenses			
YTD contributions less expenses	$ (55,358)		$ (55,358)
Account balance - 10/31/2020 per NOREBT Statement	**$ 443,412**	SELF FUNDED - NA	**$ 443,412**
Months of claims + expenses in reserve	17.6	**Cash Balances - BAI**	17.6
avg monthly claims + expenses	$ 25,212		$ 25,212

Other information

A. ***AFR was submitted prior to October deadline***
B. ***Quarterly reconcililation submissions for federal/state grants submitted***
C. ***Working on 2021-2022 budget***
D.