Business Manager's Report
January 2021

Prepared by Terri Birchard
Business Manager

1

General Ledger Bank Account Balances	January 31, 2021	December 31, 2020	Change
General Fund Cash & Investment Accounts			
PNC, PSDLAF, ERIEBank, NWSB	$ 2,130,791.13	$ 2,103,496.15	$ 27,294.98
Capital Projects Fund, PSDLAF, NWSB & PNC	$ 485,070.71	$ 492,230.79	$ (7,160.08)
Student Activities Fund-PNC & NWSB	$ 16,420.78	$ 16,420.78	$ -
Flexible Spending Acct - PNC	$ 13,971.65	$ 13,971.65	$ -
Total All Funds - Bank Balances	$ 2,646,254.27	$ 2,626,119.37	$ 20,134.90

2

General Fund (Fund 10)	January 31, 2021			December 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	$ 2,882,161	61.64%	$ 4,676,025	$ 2,421,023	51.78%
Revenue-All Other Sources	$ 1,778,286	$ 1,054,720	59.31%	$ 1,778,286	$ 1,016,565	57.17%
Total Revenue	$ 6,454,311	$ 3,936,881		$ 6,454,311	$ 3,437,588	
Expenditure and reserve	$ 6,454,311	$ 3,804,886	58.95%	$ 6,454,311	$ 3,328,146	51.56%
Change	$ -	$ 131,995		$ -	$ 109,442	
Fund Balances						
Fund Balance-Unassigned-(High School)	$ 432,367	$ 376,876		$ 432,367	$ 399,088	
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	$ 1,426,582		$ 1,058,748	$ 1,448,794	

	January 31, 2021			December 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	$ 201,299	43.85%	$ 459,105	$ 181,799	39.60%
Expenditure and reserve	$ 459,105	$ 153,504	33.44%	$ 459,105	$ 128,663	28.02%
Change	$ -	$ 47,795		$ -	$ 53,136	
Fund Balance-Assigned-RCTC	$ 217,986	$ 274,533		$ 217,986	$ 289,774	

Prepared by Terri Birchard
Business Manager

3

ECTS Capital Projects Fund (Fund 31)	January 31, 2021			December 31, 2020		
Revenue and Expenditure Summary	Annual Budget	YTD Actual	%	Annual Budget	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	$ 75,000	100.00%	$ 75,000	$ 75,000	100.00%
School District Contributions - Pre Bid Documents	$ -	$ 234,390		$ -	$ 234,390	
Interest	$ 650	$ 385	59.29%	$ 650	$ 365	56.16%
	$ 75,650	$ 309,775		$ 75,650	$ 309,755	
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	$ -	$ (301)		$ -	$ (301)	
Classroom Projection	$ 10,000	$ -	0.00%	$ 10,000	$ -	0.00%
Fire Alarm Project	$ -	$ 12,894		$ -	$ 12,894	
Secure Vestibule Project	$ -	$ 164,489		$ -	$ 154,900	
School District - Pre-Bid Documents	$ -	$ 227,213		$ -	$ -	
Other - Production Server Replacement	$ -	$ -	0.00%	$ -	$ -	0.00%
	$ 45,200	$ 404,295		$ 45,200	$ 167,493	
Fund Balance						
Assigned-Transition Center	$ -	$ -		$ -	$ -	
Assigned-Capital Projects	$ 312,679	$ 489,843		$ 312,679	$ 660,095	
	$ 312,679	$ 489,843		$ 312,679	$ 660,095	

Prepared by Terri Birchard
Business Manager

4

Student Activity Fund (Fund 81)	January 31, 2021		December 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	$	3,486
Make-A-Wish/Community Blood Bank/Other	$	-	$	-
National Technical Honor Society	$	1,748	$	1,748
	$	5,234	$	5,234
Expenditure				
SkillsUSA	$	934	$	934
Make-A-Wish/Community Blood Bank/Other	$	-	$	-
National Technical Honor Society	$	1,217	$	1,217
	$	2,150	$	2,150
Fund Balances- YTD				
Assigned-SkillsUSA/Other	$	7,743	$	7,743
Assigned -Other	$	4,052	$	4,052
Assigned-NTHS	$	2,685	$	2,685
	$	14,480	$	14,480

Business Manager's Report
January 2021

Prepared by Terri Birchard
Business Manager

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	$	300,622			$	300,622
	Plus: Prescription formulary rebate	$	3,600			$	3,600
	Plus: Interest allocation/Loyalty credit	$	2,668			$	2,668
	Plus: reimbursement from excess loss fund	$	7,408			$	7,408
		$	314,298			$	314,298
	Less: YTD gross claims	$	(197,809)			$	(197,809)
	Less: YTD gross claims- prescription	$	(60,242)			$	(60,242)
	Less: Claims Administration	$	(11,165)			$	(11,165)
	Less: Stop Loss insurance	$	(13,264)			$	(13,264)
	Less: reinsurance for large claims over 45K	$	(52,873)			$	(52,873)
	Less: Miscellaneous Admin (Legal/ACA Fees/Audit)	$	(5,330)			$	(5,330)
	Less: other expense- Wellness contribution	$	(660)			$	(660)
	Less: Admin expenses/stop-loss ins	$	(1,422)			$	(1,422)
	Less: Total YTD claims/exps.	$	(342,764)			$	(342,764)
	Total YTD claims and expenses						
	YTD contributions less expenses	$	(28,466)			$	(28,466)
	Account balance - 12/31/2020 per NOREBT Statement	**$**	**470,304**	SELF FUNDED - NA		**$**	**470,304**
	Months of claims + expenses in reserve		16.5	**Cash Balances - BAI**			16.5
	avg monthly claims + expenses	$	28,564			$	28,564

Other information

A. ***Working on budget reallocations for all grants - PCCD, PDE GEER, Perkins***
B. ***Quarterly reconcililation submissions for federal/state grants submitted***
C. ***Working on 2021-2022 budget submission to PDE***
D. ***Reviewing spending in cost centers for current year***