

Business Manager's Report  
December 2020

Prepared by Terri Birchard  
Business Manager

|   |                                              |                          |                   |                          |                          |                                         |
|---|----------------------------------------------|--------------------------|-------------------|--------------------------|--------------------------|-----------------------------------------|
| 1 | <b>General Ledger Bank Account Balances</b>  |                          |                   | <b>December 31, 2020</b> | <b>November 30, 2020</b> | <b>Change</b>                           |
|   | General Fund Cash & Investment Accounts      |                          |                   |                          |                          |                                         |
|   | PNC, PSDLAF, ERIEBank, NWSB                  | \$                       | 2,103,496.15      | \$                       | 2,452,426.90             | \$ (348,930.75)                         |
|   | Capital Projects Fund, PSDLAF, NWSB & PNC    | \$                       | 492,230.79        | \$                       | 425,770.76               | \$ 66,460.03                            |
|   | Student Activities Fund-PNC & NWSB           | \$                       | 16,420.78         | \$                       | 16,420.53                | \$ 0.25                                 |
|   | Flexible Spending Acct - PNC                 | \$                       | 13,971.65         | \$                       | 13,971.65                | \$ -                                    |
|   | Total All Funds - Bank Balances              | \$                       | 2,626,119.37      | \$                       | 2,908,589.84             | \$ (282,470.47)                         |
| 2 | <b>General Fund (Fund 10)</b>                | <b>December 31, 2020</b> |                   |                          | <b>November 30, 2020</b> |                                         |
|   | <b>Revenue and Expenditure Summary</b>       | <b>Annual Budget</b>     | <b>YTD Actual</b> | <b>%</b>                 | <b>Annual Budget</b>     | <b>YTD Actual</b>                       |
|   | <b>ECTS-High School</b>                      |                          |                   |                          |                          |                                         |
|   | <u>Fund Balances - July 1, 2020</u>          |                          |                   |                          |                          |                                         |
|   | 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         | \$                       | 2,421,023                | 51.78% \$ 4,676,025 \$ 2,058,763 44.03% |
|   | Revenue-All Other Sources                    | \$                       | 1,778,286         | \$                       | 1,016,565                | 57.17% \$ 1,778,286 \$ 768,998 43.24%   |
|   | Total Revenue                                | \$                       | 6,454,311         | \$                       | 3,437,588                | \$ 6,454,311 \$ 2,827,762               |
|   | Expenditure and reserve                      | \$                       | 6,454,311         | \$                       | 3,328,146                | 51.56% \$ 6,454,311 \$ 2,673,555 41.42% |
|   | Change                                       | \$                       | -                 | \$                       | 109,442                  | \$ - \$ 154,207                         |
|   | <u>Fund Balances</u>                         |                          |                   |                          |                          |                                         |
|   | Fund Balance-Unassigned-(High School)        | \$                       | 432,367           | \$                       | 354,323                  | \$ 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         | \$                       | 1,404,029                | \$ 1,058,748 \$ 1,448,794               |
|   |                                              | <b>December 31, 2020</b> |                   |                          | <b>November 30, 2020</b> |                                         |
|   | <b>RCTC</b>                                  | <b>Annual Budget</b>     | <b>YTD Actual</b> | <b>%</b>                 | <b>Annual Budget</b>     | <b>YTD Actual</b>                       |
|   | Fund Balance July 1, 2020                    | \$                       | 217,986           | \$                       | 226,738                  | \$ 217,986 \$ 226,738                   |
|   | Revenue                                      | \$                       | 459,105           | \$                       | 181,799                  | 39.60% \$ 459,105 \$ 167,659 36.52%     |
|   | Expenditure and reserve                      | \$                       | 459,105           | \$                       | 128,663                  | 28.02% \$ 459,105 \$ 104,623 22.79%     |
|   | Change                                       | \$                       | -                 | \$                       | 53,136                   | \$ - \$ 63,036                          |
|   | Fund Balance-Assigned-RCTC                   | \$                       | 217,986           | \$                       | 279,874                  | \$ 217,986 \$ 289,774                   |

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3

| ECTS Capital Projects Fund (Fund 31)              |    | December 31, 2020 |            |         | November 30, 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  | \$      | -       | 0.00%  |
| School District Contributions - Pre Bid Documents | \$ | -                 | \$         | 234,390 |                   | \$         | -       | \$      | 234,390 |        |
| Interest                                          | \$ | 650               | \$         | 365     | 56.16%            | \$         | 650     | \$      | 348     | 53.60% |
|                                                   | \$ | 75,650            | \$         | 309,755 |                   | \$         | 75,650  | \$      | 234,738 |        |
| 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)   |                   | \$         | -       | \$      | (321)   |        |
| Classroom Projection                              | \$ | 10,000            | \$         | -       | 0.00%             | \$         | 10,000  | \$      | -       | 0.00%  |
| Fire Alarm Project                                | \$ | -                 | \$         | 12,894  |                   | \$         | -       | \$      | 12,894  |        |
| Secure Vestibule Project                          | \$ | -                 | \$         | 154,900 |                   | \$         | -       | \$      | 146,413 |        |
| School District - Pre-Bid Documents               | \$ | -                 | \$         | -       |                   | \$         | -       | \$      | 20      |        |
| Other - Production Server Replacement             | \$ | -                 | \$         | -       | 0.00%             | \$         | -       | \$      | -       | 0.00%  |
|                                                   | \$ | 45,200            | \$         | 167,493 |                   | \$         | 45,200  | \$      | 159,006 |        |
| Fund Balance                                      |    |                   |            |         |                   |            |         |         |         |        |
| Assigned-Transition Center                        | \$ | -                 | \$         | -       |                   | \$         | -       | \$      | -       |        |
| Assigned-Capital Projects                         | \$ | 312,679           | \$         | 726,624 |                   | \$         | 312,679 | \$      | 660,095 |        |
|                                                   | \$ | 312,679           | \$         | 726,624 |                   | \$         | 312,679 | \$      | 660,095 |        |

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4

**Student Activity Fund (Fund 81)**

**December 31, 2020**

**November 30, 2020**

|                                        | YTD-Actual | YTD-Actual |
|----------------------------------------|------------|------------|
| <u>Fund Balances- July 1, 2019</u>     |            |            |
| Designated-SkillsUSA                   | \$ 5,191   | \$ 5,191   |
| Designated -Other                      | \$ 4,052   | \$ 4,052   |
| Designated-NTHS                        | \$ 2,153   | \$ 2,153   |
|                                        | \$ 11,396  | \$ 11,396  |
| <u>Revenue + Transfers</u>             |            |            |
| 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   |
| <u>Expenditure</u>                     |            |            |
| SkillsUSA                              | \$ 934     | \$ 934     |
| Make-A-Wish/Community Blood Bank/Other | \$ -       | \$ -       |
| National Technical Honor Society       | \$ 1,217   | \$ 1,217   |
|                                        | \$ 2,150   | \$ 2,150   |
| <u>Fund Balances- YTD</u>              |            |            |
| Assigned-SkillsUSA/Other               | \$ 7,743   | \$ 7,743   |
| Assigned -Other                        | \$ 4,052   | \$ 4,052   |
| Assigned-NTHS                          | \$ 2,685   | \$ 2,685   |
|                                        | \$ 14,480  | \$ 14,480  |

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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                       | \$ 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 - 11/30/2020 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. AFR was submitted prior to October deadline
- B. Quarterly reconciliation submissions for federal/state grants submitted
- C. Working on 2021-2022 budget
- D.