

CENTRAL BUCKS SCHOOL DISTRICT
Finance Committee Notes
June 14th, 2016

Committee Members Present

Jerel Wohl, Chairperson
Beth Darcy, Member
Paul Faulkner, Member
Glenn Schloeffel, Member

Other Board Members and Administrators Present

Sharon Collopy
Meg Evans
Karen Smith
Dennis Weldon

Dave Matyas, Business Administrator
Susan Vincent, Director of Finance

Mr. Kopicki, Superintendent
Dr. Bolton, Assistant Elementary Superintendent

Committee Members Absent

The Finance Committee meeting was called to order at 8:40 p.m. by Jerel Wohl, Chairperson

PUBLIC COMMENT

Three members of the public were present.

Review of Notes

The May 11, 2016 Finance Committee meeting notes were accepted as presented.

INFORMATION/ DISCUSSION/ACTION ITEMS

Review of Finance Information Items – An overview of the cash receipts and cash disbursements was provided, noting that \$29.1M of investments matured, which was used for the \$18.1M in bond payments that occurred in May and for the final transfers of budgeted amounts of \$10.5M to the Debt Service Reserve and \$1.48M to the Long Term Capital Reserve accounts. A review of the Reserve Account Balances showed the transfers into Debt Service and Long Term Capital, and it was noted that due to commitments for next year spending, some of the reserve account balances appear negative. The Debt Reserve Fund Balance of \$19.7M was mentioned with comments regarding the proposed \$30M debt defeasance option and that additional funds for the defeasance could be utilized out of the Assigned Fund Balance for Post Employment Reserve funds, as per the district auditors, this reserve is not necessary. The board will give further consideration to the possibility and potential timing of a defeasance action.

Discussion ended with a review of the projected positive variances between the 2015-16 budget and actual spending in the areas of Payroll and Fringe benefits noting that a positive variance in the range of \$5M, 1.6% of the 2015-16 expenditure budget, is expected. A review of the local revenue accounts indicated a potential positive budget variance of \$2.8M, or .9% of the 2015-16 revenue budget. It was noted that while a \$7.8 M variance seems like a lot, given the size of the district budget and the actual percentage this variance is of the budget, it does support the conservative budget efforts in place.

Administration reviewed the status of the May 31st year to date expenditure budget as a reference point for determining proposed budget transfers. Some expense accounts were identified as being

under review as the encumbered amount may be overstated making the current projected balance negative and will be watched through year end and through the audit process to determine if a budget transfer is necessary.

A review of real estate assessed values from 2009 through 2016 shows the average increase per year to be about .4%. Over that period of time, the assessed values declined in some years due to the recession. During 2015-16 the assessed value of real estate in CBSD increased by 1.4% by far the largest increase over the seven year period and helping to contribute to the year-end positive budget variance in revenues.

It is projected that the ending budget balance will be approximately \$8M from fiscal 2015-16 operations (includes revenues and expenses) or about 1.3% of the budgeted amount.

Community School Staffing –Administration is requesting to increase the Assistant Child Care Coordinator full time equivalency, FTE, from .8 to 1.0. Additional time is needed to help coordinate the additional special needs students that we have at our 15 elementary schools in the before and after school child care program. The Assistant Child Care Coordinator works with the child care staff to help train them to work with the unique needs of our students, coordinates with outside agencies such as behavioral therapists, CBSD special needs teachers and wrap around coordinators. The district enrollment of special needs students in the child care program has almost tripled since 2010-2011. The FTE change will increase the Assistant Child are Coordinator’s salary by approximately \$11,000. The committee recommended making the change to the position FTE.

Child Care Program - Students with Disabilities

	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
ADHD	20	22	21	26	23	51
Autism	09	09	11	13	16	20
Reactive Detachment Disorder					02	02
Post-Traumatic Stress Syndrome					01	01
Speech/Development Delay	05	05	08	07	07	13
Emotional Support	02	02	03	03	02	04
Down Syndrome	01	02	02	01		01
Cerebral Palsy	01	03	03	01	03	02
Epilepsy		02	02	01	01	05
Non-Verbal						04
Toileting Issues						04
<u>Other</u>	<u>03</u>	<u>06</u>	<u>06</u>	<u>07</u>	<u>07</u>	<u>12</u>
Totals	41	51	56	59	62	119

Business Office Procedure Review – The Pennsylvania Association of School Business Officials, PASBO, reviewed the results of their study with the committee. Dr. Wayne McCullough, Chief Financial and Operational Officer, of Southern York County School District led the team reviewing CBSD. The PASBO review gave very good grades to the business office staff for all areas reviewed. A suggested real estate tax collector manual to help manage the tax collection process and timeliness of reporting was also shared. The committee thanked Dr. McCullough for the time spent in the district interviewing staff as well as the review of district procedure manuals, budgets, and audits.

Beverage Vending Contract - Our current five-year beverage vending contract expires on June 30, 2016. Coke-a-Cola has had the contract for the past five years. The district has vending machines in faculty areas, in the stadium and gym areas that sell sports drinks and water, and Coke also supplies drinks that are sold on the lunch serving lines [water, juices, ice tea, lemonades, etc.]. In addition Coke supplies products for resale at stadium concession stands.

The district is in the process of developing a Request for Proposal, RFP, for beverage vending. With the introduction of federal Uniform Grant Guidelines, UGG, the district is trying to learn and apply some of the new federal requirements for developing RFP's during the process. The district can extend the current contract with Coke on a month-to-month basis until the RFP process is complete. The report to the committee is just informational to provide an update on the process.

Contact Extension for Laser Printers, Projectors, and Smart Boards – The Information Technology Department is migrating all of our PCs to the Windows 10 Operating System. Some of our older laser printers do not communicate well with Windows 10. Our current service provider, IPS, who fixes our laser printers, projectors, and smart boards gave us a proposal to replace 100 of our older laser printers. If the district extends our current contract with IPS for one additional year through June 30, 2019, they will replace the 100 laser printers at no cost to the district. The one year contract extension will be at our current rate of \$146,946 per year with no increase in cost. The proposal will save the district about \$28,000 in laser printer replacement costs. The committee agreed with the contract extension concept and directed administration to review the proposed contact with the solicitor.

Student Photography Contract – Administration shared the final contract with C and C Photography which included language recommended by the solicitor and was signed by all parties. The Information Technology Department is working with C and C to make sure the student picture formats integrate well into the student information database. School are also scheduling dates for when student pictures will be taken.

ADJOURNMENT

The meeting adjourned at 9:55p.m.

Notes submitted by Dave Matyas, Business Administrator and Administrative Liaison to the Finance Committee.

Central Bucks School District

Finance Committee

Executive Conference Room of the Education Services Center – 16 Welden Drive
Tuesday June 14th, 8:30pm Projected time – 1 Hour and 15 Minutes

Jerel Wohl, Chairperson
Beth Darcy, Member
Dave Matyas, Business Administrator

Paul Faulkner, Member
Glenn Schloeffel, Member
Susan Vincent, Director of Finance

Agenda

1) Call to Order	Chairperson	Start Time
2) Public Comment	Chairperson	
3) Approval of Prior Meeting Notes	Chairperson/Committee	Pages 1 -3
4) Information / Discussion / Action Items		
a. Review of Finance Information Items	10 minutes Susan Vincent	Pages 52 - 65
b. * Budget Transfers	5 minutes Susan Vincent	Handout
c. Review of Real Estate Assessed Values	10 minutes Susan Vincent	Handout
d. * Request to add .2 FTE to Community School	5 minutes Dave Matyas	Pages 4 – 5
e. PASBO Business Office Review (9:00pm Skype Session)	20 minutes Wayne McCullough	Pages 6 - 19
f. * Vending Contract – Draft, Information Only	5 minutes Dave Matyas	Pages 20 – 40
g. * Extension of I.T. Equipment Maintenance Contract (IPS)	5 minutes Dave Matyas	Pages 41 – 43
h. Completed Photography Contract with C & C - Information Only	5 minutes Dave Matyas	Pages 44 – 51
5) Adjournment	Chairperson	End Time
6) Next Meeting Date: July ??		

Information Items

Board Budget Report	Handout
* Treasurers Report	Pages 52- 56
* Investment Report	Pages 57- 60
Other Funds Report	Page 61
Payroll Expense Projections	Page 62
Benefit Expense Projections	Page 63
Tax Collection Projections	Page 64

*** This item(s) may be on the public board agenda. ~ This item(s) may require executive session.**

Please note: Public comment should be limited to three minutes

CENTRAL BUCKS SCHOOL DISTRICT
Finance Committee Notes
May 11th, 2016

Committee Members Present

Jerel Wohl, Chairperson
Beth Darcy, Member
Glenn Schloeffel, Member

Dave Matyas, Business Administrator
Susan Vincent, Director of Finance

Committee Members Absent

Paul Faulkner, member

Other Board Members and Administrators Present

Sharon Collopy
Meg Evans
Dennis Weldon
Corinne Sikora,, Student Services Supervisor

Craig Linn Regional Manager Aramark
Leah Huf, General Manager for CBSD, Aramark
Barbara Rundle, Director, Aramark

The Finance Committee meeting was called to order at 7:00 p.m. by Jerel Wohl, Chairperson

PUBLIC COMMENT

Four members of the public were present.

Review of Notes

The April 20, 2016 Finance Committee meeting notes were accepted as presented.

INFORMATION/ DISCUSSION/ACTION ITEMS

Sustainability Options in Food Service - Leah Huf of Aramark presented the difference between Recyclables and Compostables. An item that is recyclable is a substance or object that is able to be collected, separated, or otherwise recovered from the waste stream through an established recycling program for reuse or use in manufacturing or assembling another item. An item that is compostable is any object that all materials in the item will break down into, or otherwise become part of, usable compost in a safe and timely manner, in an appropriate composted facility or in a home compost pile or device which return nutrients back into the soil.

Most schools use foam products in some form to serve student meals. There are no paper recyclable options for food service products as food or oil contaminated paper cannot be recycled. Plastic, metal and glass items need to be washed prior to placing them in a recycling bin for further processing.

To switch from foam products and plastic utensils to compostable products would add approximately \$.19 to the price of a lunch. A separate compostable bin must be used to collect compostable materials while they await a special pickup from an area recycler/composter.

The school district could also consider using plates, bowls, and utensils that can be run through dishwashers, but most current district dishwashers do not have the speed and capacity to handle the additional workload during the lunch serving period.

The committee recommended a limited hybrid approach to providing food service in a more sustainable manner.

1. Look at providing reusable items in the high schools for students purchasing made-to-order items.
2. Explore compostable clamshell containers and associated contract for compost pick up for students at CB West who have privileges to eat outside the cafeterias.
3. So as not to cause modifications to the current food service contract, explore having the district buy the supplemental compostable and reusable containers.
4. Start of implementation would be for September 2016.

Renew Food Service Contract - An overview of the food service contract process was provided.

- Food Service is very heavily regulated by the Federal Government.
- The Food Service Contract is a series of one-year contracts over a five year period.
- At the end of the five years, the district must conduct a formal Request for Proposal (RFP) process and ask for bids for our food service contract from all companies that are approved by the Pennsylvania Department of Education (PDE).
- The RFP award criteria are financial, marketing, menu planning, personnel, and student/parent involvement.
- The 2016-17 school year would be the third year of the potential five-year contract with Aramark.
- If the district is unhappy with the service provided, we can terminate the contract at the end of each year.
- The yearly contract renewal is much simpler than the RFP process that must take place every five years.
- Aramark's contract requires that they guarantee at least \$750,000 per year in revenues to the district. These revenues are used to pay for custodial services, utilities, trash removal, equipment repairs, and equipment replacement.
- For 2015-16 it was decided that Aramark would reduce the revenue guarantee from \$750,000 to \$650,000 in exchange for making more elementary menu items from scratch.
- For the one-year renewal, Aramark must develop a budget for 2016-17 for staff, supplies and equipment and keep any proposed cost increases below USDA Consumer Price Index limits.
- The budget information must be sent to PDE for their review and approval to make sure the proposed one-year contract extension meets guidelines.
- There are PDE staff members' initials on each page of the proposed contract to certify their review.
- For 2016-17 Aramark proposed price increase for a la carte items is .7%. No other price increases for breakfast or lunch are proposed.

The committee recommended that the one year renewal of the food service contract be placed on the Board agenda for consideration.

Policies - The committee reviewed two policies associated with food service that are a result of federal regulation changes and recommended policy language by the Pennsylvania School Boards Association (PSBA).

The first policy, Conflict of Interest, is a brand new policy that PSBA developed in response to the Federal Government's new regulations called Uniform Grant Guidance (UGG). UGG is a series of regulations and guidelines that must be followed by all organizations that receive federal funding.

The conflict of interest policy, the food service policy, and the district travel policy must all be approved by the Board prior to June 30th. Jeff Garton is reviewing the Conflict of Interest and Food

Service Policies. Dr. Bolton will put these policies on the Policy Committee Agenda for review. There are also a series of administrative procedures that must be implemented however, those procedures can be implemented after July 1st.

The administrative procedures address cash management, indirect costs, accounting for fixed assets, procurement, program monitoring and food service. These new policies and guidelines are a good example of mission growth. When you look through the new food service policy, there are a lot of references to oversight.

Budget Update – A review of the latest figures from PDE show an additional subsidy allocation of about \$10,000 for CBSD. This is not much change but it is the latest estimate we have from PDE.

PLANCON – State reimbursement of construction expenses has some new details being proposed by the state legislature. The state is now authorized to borrow up to \$2.5 billion to reimburse school districts. However, instead of a yearly reimbursement of a portion of principal and interest payments, the state may give school districts a present value lump sum amount and a requirement to defease outstanding debt with the lump sum.

Finance Committee Reporting – The committee discussed the financial information it would like to see from administration on a monthly basis and the formatting of the information. The committee is requesting three years of historical expenditure data, the current year budget, projected expenses through the end of the fiscal year, variance percentage between the current budget and the projected expenses, year to date expenses, and five years of financial forecasts. Other financial informational items should continue to be reported as a brief overview at the start of each meeting. Jerel Wohl, Finance Committee Chairperson, was asked to survey other Board members who were not present for the committee meeting to see if they agreed with the financial reporting proposal.

Budget Transfers – The annual expenditure budget is approved on a detailed state mandated format. As the fiscal year progresses, actual required expenditures may exceed the original budget in certain categories and also some expenditures may fall below the original budget in other categories. The State requires that the Board approve budgetary transfers to cover all higher than anticipated expenditures that occur in budget categories. The committee recommended that the budget transfers be placed on the Board agenda for consideration.

ADJOURNMENT

The meeting adjourned at 10:10p.m.

Notes submitted by Dave Matyas, Business Administrator and Administrative Liaison to the Finance Committee.

May 17, 2016

The Community School is requesting that the School Age Child Care Assistant Coordinator position be increased to a full time position.

One of the many responsibilities of the Assistant Coordinator is to handle the intake of our special needs students. As a 12 month 210 day employee, Gina Marks has been struggling this past year trying to manage her 30 hour work week with the increase in special needs students. More specifically, it is the autistic and emotional support students that require extra time from the assistant coordinator to help with their transition into our program. This process requires meetings with the child care coordinator, the child care staff, outside agencies, parents, behavioral therapists, teachers and wrap arounds. Once they are enrolled, the assistant coordinator makes regular school visits (7:00-9:00am and 4:00-6:00pm) to monitor their progress and to make sure we are providing the best care for these students as well as for the other students in the program. These school visits take place before and after the required office hours. There is also the numerous phone calls outside of the regular work day from program supervisors who need guidance regarding issues that arise when caring for special needs students.

The above responsibilities are in addition to assisting the coordinator in the daily operation of the School Age Child Care Program at 15 schools with 1400+ students and 180+ staff.

Jessica O'Brien
Coordinator
School Age Child Care
Central Bucks School District

By moving Gina from a .8 FTE to 1.0 FTE, her salary would go from \$43,101 to \$53,876.

Child Care Program - Students with Disabilities

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Down Syndrome	01	02	02	01		01
Cerebral Palsy	01	03	03	01	03	02
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**Central Bucks
School District
Business Office Study**



**Visitation Conducted
February 24, 2016**

Pennsylvania Association of School Business Officials

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Harrisburg, PA 17112-0993
(717) 540-9551
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INTRODUCTION

Under the direction of the Pennsylvania Association of School Business Officials (PASBO), two School Business Officials, recognized as experts in the field of school district business operations, were assembled to conduct a Business Department Review of the Central Bucks School District. This review was at the request of the School District.

Jeff Ammerman, MBA, PRSBA

The PASBO Study Team (Study Team) was assembled through the efforts of **Jeff Ammerman, PRSBA, Director of Member Assistance for PASBO**. Prior to his current position with PASBO, Mr. Ammerman was the Business Administrator at State College Area School District where he also served in a dual role as Director of Human Resources for a period of time. Jeff Ammerman graduated with a BS in Economics in 1988 from Penn State University and a MBA from Penn State University in 2004. Mr. Ammerman also worked as Business Manager at Philipsburg-Osceola Area School District and South Middleton School District. He was a PASBO regional chapter president in 2004 and prior to that Mr. Ammerman served as a Vice President of a regional chapter in the preceding two years.

Wayne McCullough, DBA, PRSBA

Dr. McCullough is the Chief Financial & Operations Officer and Board Secretary at the Southern York County School District. As Chief Financial & Operations Officer, he is responsible for all business functions, human resources, technology, operations and maintenance, food service, student transportation, public relations and marketing, safety and security, and community education programs. Dr. McCullough also serves as the Executive Director of the Southern York County School District Foundation, which has been recognized as one of seven highly effective educational foundations in Pennsylvania.

Dr. McCullough has served as President, Vice-President, and a Director on PASBO's Board, Chair of PASBO's Facilities Committee, and Chair of PASBO's Materials Management (Purchasing) Committee. Dr. McCullough is the author of the "Elements of Facilities Management" and co-author of the "Elements of Student Transportation." He received PASBO's 2003 Award of Achievement in recognition of the outstanding practice: "A Guidance Document for Planning, Design, and Construction of Major Projects Using the Design Team Concept" and the 2013 Award of Achievement for the program, "Cooperative Services Agreement between Two Non-Profit Organizations." Dr. McCullough was named the 2013 recipient of PASBO's prestigious Gary Reeser Memorial Award, for the outstanding school business official in Pennsylvania.

Dr. McCullough serves as an adjunct professor for Wilkes University's Master of Business Leadership program - teaching courses related to facilities management, student transportation, technology, and purchasing.

BACKGROUND

PASBO

The PASBO School Business consulting service is dedicated to assisting school entities continuously improve their school business operations through a peer review process in which an experienced team of school business officials is selected to perform an on-site evaluation and analysis required for each unique school consulting project contracted.

PASBO has been conducting School Business Administration Consulting Services since 1994 and to date and has completed staffing and operational reviews of:

- School Business Operations
- Transportation Operations
- Facilities and Custodial Operations and Staffing
- Purchasing Operations
- Technology Operations
- Human Resource Operations
- Child Accounting
- Educational Foundations

Central Bucks School District Business Office

The Business Office is dedicated to providing support and fiscal guidance to school administration and staff so they may focus on addressing the academic and extracurricular needs of our students. The Business Office performs many tasks associated with the non-academic areas of the school district, including but not limited to:

- Development of an annual budget
- Accounting for General Fund transactions
- Accounting for Capital Fund transactions (construction and renovation expenses)
- Processing of payroll
- Purchasing of materials and supplies
- Payment of the District's financial obligations (accounts payable)
- Annual financial reporting to the Pennsylvania Department of Education
- Managing property/casualty/liability insurance policies and associated claims
- Managing outstanding debt (new debt issuances and restructuring of existing debt)
- Managing Federal, State, and Local Audits
- Oversight of the Transportation Department
- Oversight of the Food Service Program
- Oversight of Community School programs (Child Care, Aquatics, Sports camps)
- Oversight of the Graphic Services and Copying Center

METHODOLOGY

Qualified team members under the direction of PASBO (Study Team) conducted a study of the Central Bucks School District business office. The Study Team analyzed and reviewed job descriptions and the organizational structure including job functions, job assignments and assessment of the level of job skills needed to perform the position responsibilities.

SCOPE OF WORK

- A. Provide a comprehensive on-site review of the Business Office operations.
- B. Analyze human resource utilization and needs and provide recommendations for staffing alignment to meet School District needs.
- C. Review the flow of Business operations between the various offices, and provide recommendations for improving efficiencies.
- D. Review the Business Office accounting and financial reporting process.
- E. Review the payroll, purchasing and accounts payable operations of the School District.
- F. Review the accounts receivable/taxes operations of the School District.
- G. Prepare a comprehensive report; identifying directors, clerical and other staff support for district business office operations. Included in the report will be recommendations in the form of an organizational chart, discussion of major job duties and specific procedural guidance for business office operations. This will include discussion of appropriate segregation of duties as well as fraud/risk analysis.
- H. Provide an exit conference prior to leaving the School District.
- I. Fifteen (15) copies of the approved final written report will be provided.
- J. If requested, a presentation of the final report will be made to the School District Board of School Directors at a date and time mutually acceptable. The cost of the presentation is included as a part of this proposal.

The following individuals were interviewed during the visit:

Dr. Dave Weitzel, Superintendent
David W. Matyas, Business Administrator
Andrea Didio, Human Resources Director
Suzanne Vincent, Director of Finance
Juliet Meehan, Purchasing Manager
Cheryl Rubanich, Supervisor of Accounting

SECTION A: REVIEW OF AUDITS AND FINANCIAL REPORTS

The following documents related to audits and financial reports were review by the PASBO Study Team:

Annual Financial Report Year Ended June 30, 2015 – Independent Auditors’ Report
Annual Financial Report Year Ended June 30, 2014 – Independent Auditors’ Report
Annual Financial Report Year Ended June 30, 2015 – Pennsylvania Department of Education
Annual Financial Report Year Ended June 30, 2014 – Pennsylvania Department of Education
Performance Audit July 2015 – Department of Auditor General
Performance Audit July 2011 – Department of Auditor General

Study Team Comments

The state and local audits are outstanding, which represents best practices in financial reporting. The accounting system used by the business office provides the information necessary to prepare financial reports that present fairly and with full disclosure the financial position and results of financial operations of the CBSD. The expertise in the business office is at a high level resulting in outstanding audits and financial reports.

Commendation

The Management’s Discussion and Analysis information provided in the Financial Section of the Annual Financial Reports for Year Ended June 30, 2014 and Year Ended June 30, 2015 are exceptional, if not the best ever reviewed by the PASBO Study Team. The CBSD Management team reported that after participating in a PASBO webinar on compliance with the Securities and Exchange Commission’s (SEC) continuing disclosure requirements three years ago, it was determined that the District needed to provide more financial data. To comply with SEC requirements, the District expanded the Management Discussion & Analysis section of the yearly audit report to provide further analysis on enrollment trends, tax collection, top real estate tax payers within the district, and percentage of real estate taxes paid past the due date along with a broader general overview of the District.

Transparency

One of the goals of the Management’s Discussion and Analysis section is to increase accessibility of the financial statements to the general public. The other sections of the financial reports are technical in nature and specialized in governmental accounting. The CBSD should be commended for this section as it is written in layman’s terms and demonstrates an extremely high level of transparency.

Fund Balance

The Study Team **commends** CBSD for having an appropriate fund balance and the use of fund balance to pay down debt. Due to the Act 1 limits, a best practice of school districts with appropriate fund balance is to use funds, as available, to reduce debt service. This practice

allows for maintenance of sufficient funds to maintain programs and fund increases in other expenditures, such as PSERS.

School districts with an appropriate fund balance can: (a) avoid excessive short term borrowing thereby avoiding associated interest cost; (b) accumulate sufficient assets to make designated purchases or cover unforeseen expenditure needs; (c) demonstrate financial stability and therefore preserve or enhance its bond rating, thereby lowering debt issuance costs; and (d) pay down debt.

SECTION B: BUDGETING

The following documents related to audits and financial reports were review by the PASBO Study Team:

- 2016-17 General Fund Proposed Budget Report PDE-2028
- 2016-17 General Fund Preliminary Budget Report PDE-2028
- 2016-17 Budget Calendar
- 2015-16 General fund Final Budget Report PDE-2028
- 2014-15 General Fund Final Budget Report PDE-2028

The PASBO Study Team commends the Business Office for best practices in school district budgeting. The budget process reviewed is focused on optimizing student achievement within available resources. The numerous communication tools, including presentations posted on the District's website, is extremely professional and considered a best practice for school districts.

The timeline developed and used by the business office is thorough, accurate, and meets all required deadlines.

Management reported that in the past the budget calendar did not allow for all of the complexities of Act 1 for calculating the days the budget must be available for public display, 20 days, and days between the school board vote on the proposed final budget and the final budget, 30 days, but this process has been corrected for the last 3 budget cycles.

ASBO Meritorious Budget Award

The PASBO Study Team commends the entire business office for achieving the Association of School Business Officials Meritorious Budget Award. Only a small fraction of Pennsylvania school districts have received this prestigious award. The award is given to school districts that demonstrate best practices in budgeting, including accuracy and transparency. Criteria includes a budget document that presents clear budget guidelines, promotes communication between departments and the community, encourages short- and long-range budget goals, and supports effective use of educational resources.

Commendation

The business office has a long range planning process.

Commendation

The business office is able to produce timely and accurate financial reports and scenarios necessary for budgeting, planning, and negotiation of contracts.

SECTION C: PAYROLL, PURCHASING, AND ACCOUNTS PAYABLE

Payroll

Payroll administration is the most visible function of the school district's business operation and employees tend to shape its view of the business operation (and central administration) as a correlation to the payroll operation. The goal of every business office function is to get everything right, but it is particularly important that the payroll be right.

On average, payroll expenditures and related benefits account for nearly 70% of a school district's operating budget; there is nothing in an LEA accounting function that approaches the complexity of its payroll operation; there is no other single expenditure category that drives the budget or defines demand on taxpayers; there is no aspect of school operation where an error will be so immediately noticed, or the business office's work so meticulously scrutinized by hundreds of "internal" auditors on a biweekly basis, as with payroll. For example, payroll deductions alone include the following: (a) federal income taxes, (b) state income taxes, (c) earned income tax, (d) PA retirement system, (e) tax sheltered annuities, (f) unemployment compensation, (g) employee insurance contributions, (f) other voluntary deductions, and (g) wage attachments.

The CBSD Payroll Department processes payroll in compliance with federal, state and local regulations for approximately 2,800 full and part time employees. In total 3,700 W-2's are issued through the payroll department each calendar year.

There were no identified weaknesses related to payroll administration during the review.

Purchasing

The Purchasing Department at Central Bucks School District is an integral part of everyday operations. The Department is responsible for the prudent procurement of goods and services through the implementation of policies and procedures that are in place through Federal and State law as well as District policy.

The goal of the Purchasing Department at Central Bucks School District is to continuously ensure that the District is receiving the best possible pricing from its vendors to maximize taxpayer dollars while still providing the best value to the District.

The Study Team reviewed the District's requisition and purchase order process and found the process to be effective as outline below:

- Requisitions are required for most purchases, district-wide. The only exception is for small items that are purchased using a check request, which is also subject to approval.
- Requisitions are entered by staff at each school and department using the business office software.
- Principals and supervisors approve requisitions by utilizing an electronic approval process that flows to various administrators based on their budget responsibility.
- Approved requisitions are then converted into purchase orders

- Purchase orders are sent or communicated to vendors electronically or via a fax after conversion to initiate the order.
- Purchase orders are printed and kept on file in purchasing, with electronic access available to accounts payable, and to the site initiating the order for their reference when items are received.

Commendation

The Study Team reviewed the “CB Finance 101” which is used for training purposes for staff members, including new employees. The training document is outstanding and should be considered a best practice in school business operations.

Procurement Cards

CBSD should consider expanded use of procurement cards.

Procurement card spending can be restricted by dollar amount and by merchant and the district can receive a rebate on spending done through the cards. Creating a card account by staff member will also allow for payments to be tracked to the individual card holder and make identifying charges easier.

If properly implemented, a procurement card system should allow for a good accounting trail for all purchases and adequate controls over those expenditures. The time saved from having less paperwork to process through the purchasing department should allow the buyer more time for negotiating or developing specifications for bids that are used to obtain discounted pricing from the vendors that would be guaranteed timely payment through the procurement card system.

In a joint venture, PASBO along with the Pennsylvania Association of School Administrators (PASA), Pennsylvania School Boards Association (PSBA) and Pennsylvania School District Liquid Asset Fund (PSDLAF) has created a procurement card program specifically tailored for local education agencies. The Easy Procure Card is a no fee PNC Bank Visa© Card with a rebate. Rebate rate is annually calculated based on the program participants’ aggregate purchase total. Rebate term runs June 1 – May 31.

The purchasing staff is currently working on a purchasing training intranet site.

There were no identified weaknesses in the area of purchasing.

Accounts Payable

The CBSD Accounts Payable provides financial, clerical assistance, and support to maintain accurate and on time payments to our vendors.

The following forms and procedures were reviewed by the Study Team:

- Accounts Payable Schedule 2015-16
- Petty Cash Reconciliation

- Cash Transmittal Form
- Stipend Forms – 1099 Misc. Forms
- Building Budget Activity Stipend Request
- Instructions for Building Budget Stipend Payments
- Student Activities Stipend Request
- Instructions for Building Budget Student Activity Stipend Payments
- Student Activity Account Carry-over Request
- CBSD Policy 618 Special Activity Funds
- Gift Report Instructions
- Reimbursement Instructions

The Study Team reviewed the District’s accounts payable process and found the process to be effective as outline below:

- Invoices are matched with signed packing slips or building copy of the purchase order before a payment is processed
- Checks are printed and mailed after Board approval for disbursement is given.
- Accounts payable mails the checks to the vendor after it is printed and is responsible for noting the check number on the invoice and packing slip. If there is a need to view the actual check, it can be viewed electronically.
- The accounts payable department is following proper accounting procedures by matching signed packing slips/receiving copies with invoices before processing payments

Commendation: Again the “CB Finance 101” which is used for training purposes for staff members provides a strong overview of these procedures.

There were no identified weakness in accounts payable.

SECTION D: ACCOUNTS RECEIVABLE AND TAX COLLECTION

Study Team Comments

The Study Team **commends** the business office for having appropriate procedures in place for accounts receivable and tax operations. Below, please find a list of best practices related to accounts receivable and tax operations as noted by the Study Team during the visit.

- The board has authorized all district bank accounts.
- Procedures are in place to periodically verify that only board-authorized accounts have been established.
- Employees who handle cash are insured and central office check signers are bonded.
- Only board-authorized individuals collect cash and pre-numbered receipt forms are used when the funds are collected.
- The district uses receipt forms (cash register, logs of tickets sold, pre-numbered tickets) to establish accountability for all funds collected including such items as school lunch sales, soft drink sales, library fines, lost book fees, ticket sales for sporting events, concerts, plays, adult education tuition, or other miscellaneous fees and charges.
- Checks and/or cash are deposited by staff at the site of collection. There is a second party verification of the monies collected, based on receipt back-up which is confirmed against the deposit amounts.
- The District has a procedure whereby the bank will only wire funds after it receives confirmation to do so from a second person which the district has authorized to approve the transfer.
- All wire transfer notices are retained to support the transaction.
- All checks are restrictively endorsed upon receipt.
- All cash and checks are kept in a secure location and deposited in the bank on a timely basis. The Central Office and the Community School utilize remote deposit for all checks. There is minimal cash collected, but when it is the deposit is immediate.
- Cash balances on the bank statements are reconciled to the cash balances on the accounting records on a monthly basis.
- The bank account reconciler obtains bank statements directly from the bank.
- The individual responsible for the bank account reconciliations does not have any duties related to cash receipts and disbursements.
- The bank account reconciler obtains the "book balance" directly from the general ledger, not through an intermediary person or from some other document.
- The bank account reconciler compares bank statement deposit dates and amounts with cash receipts book entries.
- The bank account reconciler compares, on a test basis, the date, payee, and amount on cancelled checks with cash disbursements book/warrant entries.
- The bank account reconciler, on a sample or risk basis, evaluates endorsements on checks for reasonableness.
- Once the reconciliations are completed, someone independent of the process reviews them for completeness and to ensure they do not include outdated reconciling items.

- There is adequate separation of duties for bank reconciliations, access to cash, and record keeping.
- The district has procedures in place to ensure it receives the revenue it is entitled to.
- The district uses monthly billings, overdue notices, an accounts receivable aging report, and the contacting of delinquent debtors as part of its accounts receivable process.
- The individual responsible for the accounts receivable billings is prohibited from completing cash receipt and disbursements duties.

There were no identified weaknesses in accounts receivable.

Tax Manual

Appendix A includes a sample tax manual from the Southern York County School District. The Study Team suggests a similar manual be prepared, approved by the Board, and share with tax collectors during an annual meeting.

SECTION E: ORGANIZATIONAL STRUCTURE

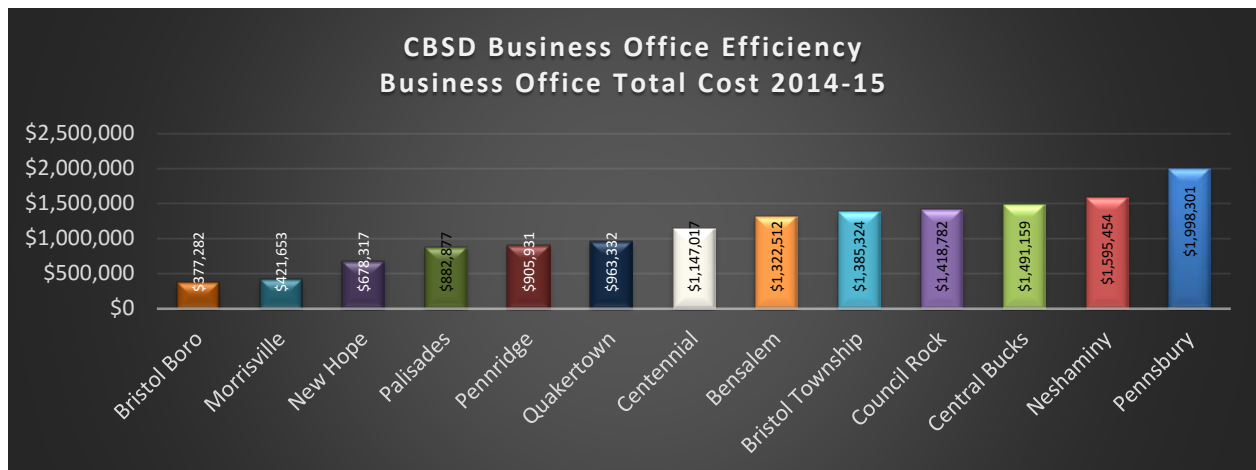
Organizational Structure

A Study Team analyzed the organizational structure staffing levels, and job descriptions for the School District's business office. The organizational structure reviewed was dated October 26, 2015. The Study Team also reviewed the pay rates and employment dates of business office employees.

The business office employees and their pay rates are in line with required responsibilities, educational level, and experience. The demands on the business office are many and the current staffing level is on the low side. It would be reasonable to add staff in the near term to provide the flexibility to expand current reporting capabilities and to address many new regulations such as:

- Indirect Cost reporting requirements
- Access Reporting
- UGG – Uniform Grant Guidelines that impact all federal programs operated by the District
- New GAAP – (General Accepted Accounting Practices) requirements for accounting of Student Activities and Athletics
- Act 10 Investment practices and associated oversight
- Fixed Asset Reporting
- Food Service operation oversight

The following information regarding how the Central Bucks business office compares to other local districts was shared by management and is being included as it provides effective information with regard to the efficiency level achieved in the District's business office operation. Using the 2014-15 Annual Financial Report for each school district in Bucks County shows not only very low business office costs per student, but also total spending levels below some other districts with smaller student enrollment.



District	Business Office Total Cost, 2014-15 AFR Function 2500	Enrollment	Cost Per Student
Bristol Boro	\$377,282	1,261	\$299.19
Morrisville	\$421,653	921	\$457.82
New Hope	\$678,317	1,511	\$448.92
Palisades	\$882,877	1,708	\$516.91
Pennridge	\$905,931	7,386	\$122.66
Quakertown	\$963,332	5,324	\$180.94
Centennial	\$1,147,017	5,546	\$206.82
Bensalem	\$1,322,512	6,370	\$207.62
Bristol Township	\$1,385,324	6,701	\$206.73
Council Rock	\$1,418,782	11,073	\$128.13
Central Bucks	\$1,491,159	19,090	\$78.11
Neshaminy	\$1,595,454	8,758	\$182.17
Pennsbury	\$1,998,301	10,462	\$191.01

Communications

The Study Team observed that business office employees have received the proper resources and training to be successful and communication between employees works well. There seems to be open and ongoing communication between employees and supervisors.

The Study Team also observed good flow of communication between the business office and human resources department. As a best practice, the two departments are collaborating on expanding the functionality of the HR/Finance software to establish a position control function and to build automated flow of HR information into payroll where applicable.

CENTRAL BUCKS SCHOOL DISTRICT
20 WELDEN DRIVE
DOYLESTOWN, PA 18901

FORM OF PROPOSAL

PROPOSAL NAME: DISTRICT BEVERAGE & LUNCH LINE VENDING SERVICES

PROPOSAL DUE DATE: JULY 1st, 2016 AT 2:00 PM

SECURITY REQUIREMENTS: NONE

THE FOLLOWING DOCUMENTS MUST BE PROVIDED AS PART OF YOUR RESPONSE. FAILURE TO PROVIDE ANY OF THESE DOCUMENTS WILL DISQUALIFY YOUR PROPOSAL.

- A. NON-COLLUSION AFFIDAVIT (Pages 6 & 7)
- B. ATTACHMENTS: B, J, F

CERTIFICATION OF SIGNATURE

THIS IS TO CERTIFY THAT THE PERSON SIGNING AND/OR SUBMITTING THE ATTACHED PROPOSAL TO CENTRAL BUCKS SCHOOL DISTRICT FOR:

COMPANY NAME: _____

ADDRESS: _____

DATE: _____

TELEPHONE NUMBER _____

SIGNATURE (written in ink) _____

SIGNATURE (typewritten) _____

IS AN OWNER _____ OFFICER _____ AGENT _____

TITLE: _____

AND THAT HE/SHE IS FULLY AUTHORIZED TO SUBMIT SUCH PROPOSAL ON THEIR BEHALF.

CENTRAL BUCKS SCHOOL DISTRICT INFORMATION FOR BIDDERS

1. Bids/proposals for the furnishing and delivery of items or services as set forth in the enclosed specifications will be received at the following address:

**CENTRAL BUCKS SCHOOL DISTRICT
ADMINISTRATIVE SERVICES CENTER
20 WELDEN DRIVE
DOYLESTOWN, PA 18901
ATTN: PURCHASING DEPARTMENT**

2. Bidders will submit the "Form of Proposal" with all required documents in a sealed envelope clearly marked with the **NAME OF THE BID AND BID/PROJECT NUMBER, IF APPLICABLE**. If bids are sent by UPS, Federal Express, etc. this information **MUST** also appear on the **OUTSIDE ENVELOPE**.
3. All bids/proposal correspondence, pricing, etc., must be typewritten or hand written in ink.
4. Bids/proposals will remain in effect for a period of not less than ninety (90) days from the date of the opening. No bidder may withdraw their bid for a period of ninety (90) days after the date set for the opening thereof.
5. The Board of School Directors of the Central Bucks School District (referenced throughout these instructions as "the District") reserves the right to waive any formalities or irregularities, and also reserves the right to reject any and all bids/proposals, to divide a bid/proposal in the best interest of the District, to eliminate, reduce or increase items and/or quantities and to exercise judgment as to the comparative merits of the products or services offered.
6. No rights shall accrue to any person submitting a bid/proposal until such bid/proposal has been accepted, and a contract awarded, and such contract completely executed in writing by both parties.
7. The successful bidder shall not assign, transfer, or sublet the ensuing contract, or any portion thereof, to others without written consent of the District. Any intention or desire to assign, transfer, or sublet must be stated in the bid/proposal as supplementary information, along with particulars as to the arrangement contemplated.
8. All bids/proposals must comply with all laws of the Commonwealth of Pennsylvania. These laws include, but are not limited to, those relating to equal employment opportunities in contracts and certification of U.S. manufactured steel in certain products, and Act 34 and act 151 background check of personnel and Federal Criminal History Act 114 where applicable.
9. Applicable laws and regulations shall be considered a part of these instructions and specifications, and any ensuing contract.
10. Successful bidders must comply with the "Right to Know Laws" and supply the District with, as part of any product(s) or service(s) provided, **MATERIAL SAFETY DATA SHEETS**, where applicable. The District will not be responsible for payment of invoices unless the successful bidder complies with this request.

INFORMATION FOR BIDDERS (Continued)

11. DISCRIMINATION PROHIBITED – According to Section 755, Public School Code of Pennsylvania, 1949, as amended, the successful bidder agrees:
 1. That in the hiring of employees for the performance of work under this contract, or any subcontract hereunder, no contractor, subcontractor, or any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed or color, discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment relates.
 2. No contractor, subcontractor, nor any person acting on his behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under his/her contract on account of color, race, creed or gender.
 3. That there be deducted from the amount payable to the contractor under this contract, a penalty of five dollars (\$5.00) for each person for each calendar day during which such person has been discriminated against, or intimidated, in violation of the provisions of this contract.
 4. This contract may be cancelled or terminated by the District, and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.
12. HUMAN RELATION ACT – The provisions of the Pennsylvania Human Relation Act 222 of October 27, 1955 (P.L. 744 (43 P.S., Section 951, et. seq.) of the Commonwealth of Pennsylvania Human Relation Contract Compliance, 16 PA. Code Chapter 49, that prohibits discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with provisions of the Act, as amended, that is part of this specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 PA Code 349.101.
13. Without comprising the rights stipulated in these instructions, the District encourages bidders' suggestions which will achieve reduced costs or improved value, and encourages alternate bids/proposals which, in the bidders judgment, afford the District the opportunity to achieve such objectives.
14. The bidder agrees, if awarded a contract, to furnish and deliver the specified items(s)/service(s) at such time, at such places, and in such quantities as specified, and that item(s)/service(s) shall be subject to the inspection and/or approval of the District. In the event that any item(s)/service(s) are rejected as unsuitable/unacceptable or not in conformity with the specifications, item(s)/service(s) of proper/acceptable quality, as set forth in the specifications, shall be furnished in the place thereof at the expense of the successful bidder.
15. The Central Bucks School District provides a smoke-free environment for it's students, staff and general public. NO SMOKING is permitted in any building or on the grounds of any District building.
16. In the event the successful bidder neglects or refuses to furnish and deliver the item(s)/service(s) or any part thereof as provided in the specifications, or to replace any which are rejected as stated in the preceding paragraph, the District is authorized and empowered to purchase such item(s)/service(s) from other sources in such quantities and in such a manner as it shall select, at the expense of the successful bidder, or to cancel the successful bidder's contract, reserving to itself never-the-less, all rights for any damages which may be incurred by the District.

INFORMATION FOR BIDDERS (Continued)

17. All bids/proposals shall be itemized, priced, totaled and summarized per the format as stipulated or provided with these instructions. Such format will be adhered to strictly or the bid/proposal will be rejected.
18. Changes, alterations or interlineations in any preprinted or formatted bid/proposal will not be accepted. Any clarifications, comments or elaborations may be submitted as an attachment (supplement) to the bid/proposal and must be identified clearly as to the content and intent.
19. Various materials and products may be specified by brand, trade name or description to establish a standard of quality and cost for bid purposes. It is not the intent to limit the bidder, the bid or the evaluation of the bid to any one material or product specified but rather to describe the minimum standard that is desired and acceptable. A material or product of lesser quality would not be acceptable. Where proprietary names are used, whether or not followed by the words "or District approved equal", they shall be subject to equals only as approved by the owner, engineer and/or architect. A bid containing an alternative may be accepted but, if an award is made to that bidder, the bidder will be required to replace any alternatives which do not meet the specifications. **Complete specifications, manufacturer's catalogs, etc. must be provided for any product offered as an "alternate". Failure to provide this information will result in no consideration being given to the "alternate" offered.**
20. In accordance with Act 3 of the 1978 General Assembly of the Commonwealth of Pennsylvania, if any steel or steel products are to be used or supplied in the performance of the contract, only those produced in the United States as defined therein shall be used or supplied in the performance of the contract or any subcontracts there under.
21. In the event of any discrepancy between unit prices and extension, the unit price will govern.
22. All bids/proposals must be firm prices, unless otherwise specifically provided in the bid request. Pricing which is not firm, involves any escalation, subsequent adjustment, adder, or other contingency, will be rejected as non-responsive.
23. The prices in your bid/proposal shall be NET prices and must include ALL shipping, handling and delivery cost. The District reserves the right to refuse any delivery where the shipping charges are not prepaid by the bidder, unless otherwise stipulated in the bid instructions.
24. SALES AND USE TAXES /FEDERAL EXCISE TAXES – If the item subject of this bid is subject to State Sales Tax / Federal Excise Tax, the District will provide evidence of tax exempt status.
25. Under the provisions of Act 138 of 1994, Central Bucks School District will issue payment within the prescribed time established by the Act. Payment will be made upon receipt of all goods/services being received and complete unless as otherwise stated by contract documents or other mutually agreed terms. In the event of a dispute arising over the quality or quantity of goods/services received, payment may be suspended pending resolution of the dispute.
26. Any changes, alterations or additions to this information will be detailed in the specifications that are part of this bid.
27. Invoices shall be submitted in duplicate and mailed to the following address:

**CENTRAL BUCKS SCHOOL DISTRICT
ADMINISTRATIVE SERVICES CENTER
20 WELDEN DRIVE
DOYLESTOWN, PA 18901
ATTN: ACCOUNTS PAYABLE**

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. The Non-Collusion Affidavit is material to any contract award pursuant to this bid. According to the Pennsylvania Anti-Bid Rigging Act, 73 P.S. Section 1611 et seq., governmental agencies shall require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids, are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself/herself that each statement is true and accurate, making diligent inquiry, as necessary, of all persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by joint venture, each party of the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “Complimentary Bid”; as used in the Affidavit, has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of bid submission for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in the disqualification of your bid

NON-COLLUSION AFFIDAVIT

Contract/Bid No. _____

State of _____ :

S S. _____

County of _____ :

I state that I am _____ of _____
(Title) (Name of Firm)

and that I am authorized to make this Affidavit on behalf of my firm and its owners, directors and officers.

I am the person responsible in my firm for the prices(s) and the amount of this bid.

I state that:

1. The prices(s) and the amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid and neither the approximate price(s) nor the approximate amount of this bid have been disclosed to any other firm or person who is a bidder or potential bidder and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract or to submit a bid higher than this bid or to submit an intentionally high or non-competitive bid or other form of "Complimentary" bid.
4. The bid of my firm is made in good faith and not pursuant of any agreement or discussion with, or inducement from, any firm or person to submit a "Complimentary" or other non-competitive bid.
5. _____, its affiliates,
(Name of Firm)

subsidaries, officers, directors and employees are not currently under investigation by any government agency and have not, in the last four years, been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding any public contract., except as follows: (state below)

NON-COLLUSION AFFIDAVIT (Continued)

I state that _____
understands
(Name of Firm)

And acknowledges that the above representations are material and important, and will be relied on by Central Bucks School District in awarding the contract for which this bid is submitted.

I understand, and my firm understands, that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from the Central Bucks School District of the true facts relating to the submission of bids for this contract.

SIGNED _____
(Name)

TYPED _____
(Name)

POSITION _____

SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY OF

_____, 20____
(Month)

S E A L

(Notary Public)

My commission expires

SCOPE OF SERVICES

To furnish all labor, supervision, materials, equipment and expertise necessary to provide Central Bucks School District lunch line and beverage vending services. Currently, vending machines total approximately X, primarily in schools. Other locations include, but are not limited to administration & educational services buildings, facilities and transportation department. This contract will be for 5 (five) years being guaranteed only by satisfactory performance with an annual review. The determination of satisfactory performance will be at the sole discretion of the School District.

Equipment Specifications

The successful vendor shall furnish and install beverage vending machines and all related equipment as specified. The machines shall be of the latest mechanical/electronic technology and be in new or near new condition. In no case shall machines older than five (5) years be installed. If requested by District, vendor shall provide documentation of equipment age by providing original equipment invoices. **In addition, timers should be added to both machines.** Equipment specification sheets shall be included with all equipment that is being proposed.

To maximize the potential of each location, machines provided must be of adequate size and capacity to maintain full and uninterrupted service at all times, yet, fit the space and meet all Central Bucks School District and respective city Code requirements. Machines shall be capable of holding and dispensing a variety of beverage products.

All machines shall be equipped to accept legal U.S. tender and have a dollar bill validation feature that includes coin mechanisms that accept combinations of dollar bills, nickels, dimes and quarters. Additionally, each machine must have bill changer capabilities.

To ensure accurate record keeping, all machines shall be equipped with non-resettable counters, which indicate unit sales. **The District requests specification sheets for all non-resettable counters used in machines.**

Machines shall not be set for forced vending and shall include a change dispenser if the customer inserts more money than the item costs.

Machines provided shall operate on AC-110 volts with a three-wire, three-prong ground type plug. All machines shall be UL listed, designed, constructed, installed and operated in accordance with codes and regulations for this type of equipment.

To reduce electrical cost, vending machines will be timer controlled. Lighting of machines will be kept to the minimum required to view available products and in the required regulation of the United States Department of Agriculture and the Department of Elementary and Secondary Education. Decorative lighting or advertisement lighting shall be disabled or not part of the vending equipment. The goal is to minimize the amount of energy used while providing adequate lighting to vend products.

All machines shall emit low amounts of noise and be non-disruptive to the activities occurring on District property. Machines must also be equipped with Anti-Theft Technology which should prevent entry into machines and include other industry standard theft deterrents.

All machines shall show, at all times, the vendor's name, a local service number for reporting malfunctions, the person or office within the vendor's organization responsible for refunds, and regular days of the week for re-stocking. Additionally, each machine shall be labeled with an easily visible identification number.

The machines and associated equipment shall be operated by the proposer in such a way that fully complies with all Federal, State and Local law, as well as, District policies and USDA regulations. Should any Federal, State, Local law, or District policy change during the course of the resultant agreement, the vendor will be required to make themselves aware of the changes and be in compliance.

Advertising

Advertising on District property shall be limited to the surface of vending machines. Any signage or logo deemed objectionable or distracting may be rejected.

Machines shall be aesthetically acceptable to the District, and shall contain no brand specific advertising labels or signage other than water. The District may reject any machine signage or logo if deemed objectionable or a distraction to the activities occurring on District property.

Location

The District makes no representation regarding any location, or the number of machines at any location, and may direct that the locations be discontinued. The number, type, and location of the vending machines will be determined from time to time by the District, and will be negotiated with the successful vendor. **The current locations of beverage vending machines are detailed in Exhibit G.**

The District reserves the right at any time to require the awarded vendor to remove, relocate, or place additional equipment at existing/new locations to meet unforeseen requirements as they arise. The vendor shall provide additional machines and equipment at no additional charge to the District. Additionally, the District may request that a machine be exchanged at any time. Should be awarded vendor want to relocate, exchange or remove vending machines, a request must be submitted in writing to the designated Director of Food Service.

Machine size must be compatible with each location. The awarded vendor standard machine size may not be appropriate for some locations. This District expects the awarded vendor to accommodate all locations requiring non-standard vending machine size. Non-standard vending machines will be addressed on a case-by-case basis with the awarded vendor.

Utilities

The District shall provide existing outlets in the general vicinity of the machines at no charge. In addition, the District will pay for utilities required to operate machines installed under the resultant contract. Many schools and buildings have limited electrical load capacities. To allow for any expansion or upgrade that may be required; the successful vendor shall be responsible for all cost incurred in any vending machine opportunities. Any expansion plan must be District approved prior to implementation. **Vendors must offer products in recyclable containers. Vendors must offer recycling barrels or containers used for the collection of empty product containers.**

Installation/Removal of Equipment

Installation, service and removal of vending machines and equipment shall be the sole responsibility of the successful vendor and shall be scheduled and performed only upon approval from the Director of Food Service and other District personnel, if necessary.

Upon installation, the successful vendor shall furnish the designated Director of Food Service with a list of machines by location, indicating machine capacity, product size and selection, serial numbers, date of installation, and initial machine product counter number.

The successful vendor is responsible for all cost associated with placing, installing and fastening equipment so they are safe to operate.

Equipment Damage

The successful vendor shall assume the full risk and responsibility for any loss, destruction, or damage occurring to the machines. In the event of any loss due to theft, fire, accident, disruption of utility services, vandalism, spoilage, or other similar causes from machines and equipment, shall be borne by the vendor.

Service of Machines

The District expects that service calls will be responded to within four (4) hours after notification of need and serviced during the period of 9:00 AM through 3:00 PM Monday through Friday, with the exception of District holidays.

Preventative maintenance and repair of dispensing machines and related equipment shall be the responsibility of the vendor in terms of expense and response time. The vendor shall conduct routine service, inspection and cleaning of machines, as required and post on the inside of the machine, as to maintain uninterrupted services at all times.

The vendor shall, at its expense, replace any equipment that cannot be made fully functional within 16 hours. Such replacements shall be done immediately after determination and shall not exceed a total of 24 hours from the time of the initial service call.

The vendor shall be solely responsible for the physical inventory, inventory control, and stocking of machines. Every effort to re-stock machines at times that will not conflict with peak usage times shall be made. Product delivery shall be made on a mutually agreed upon schedule with each location, and shall be coordinated through the designated Director of Food Service. No inventories shall be maintained by District personnel at any District location.

Trained, qualified personnel identified by clearly marked and openly displayed company insignia and/or uniform will perform all services, and comply with all security requirements indicated herein and the resultant contract.

The vendor shall comply with all Federal, State, Local and District regulation governing the procurement, preparation, storage, transport, handling and serving of all items for consumption under the resultant contract. In addition, vendor shall procure and keep in effect all necessary licenses and permits required by law, and agree to post such permits in a prominent place as may be required by law.

Products to be Dispensed

Items to be dispensed shall be solely controlled and approved by the District and follow the School District Wellness Policy. Items dispensed shall be coordinated through the designated Director of Food Service. **The District has chosen to follow the American Beverage Association (ABA) guidelines as established in conjunction with the Clinton Foundation and Alliance for a Healthier Generation. In addition to the United States Agriculture Department and the Department of Elementary and Secondary Education guidelines for Smart Snacks.**

The vendor shall supply a full vending product list for all beverages that are to be vended. The District reserves the right to request product samples if needed. Product samples shall be furnished within 3 business days once a request has been made. Glass packaging will not be permitted. A copy of the nutritional analysis for each product sold in the machines must be maintained on file at the vending machine services facility and presented to the Director of Food Service upon request.

****Please note: Central Bucks School District reserves the right to sell Iced Teas and Lemonades, of their own choice, for lunch line service****

All schools may sell:

- Plain water (with or without carbonation)
- Unflavored low fat milk
- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
- 100% fruit or vegetable juice
- 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners

Elementary schools may sell up to 8-ounce portions, while middle schools and high schools may sell up to 12-ounce portions of milk and juice. There is no portion size limit for plain water

High school students have additional “no calorie” and “lower calorie” beverage options .

- No more than 20 ounce portions of:
 - Calorie-free, flavored water (with or without carbonation)
 - Other flavored and/or carbonated beverages that are labeled to contain < 5 calories per 8 fluid ounces or ≤ 10 calories per 20 fluid ounces
- No more than 12-ounce portions of:
 - Beverages with ≤ 40 calories per 8 fluid ounces, or ≤ 60 calories per 12 fluid ounces

Nutritional guidelines do not apply to non-school buildings as well as teacher lounges.

The pricing of items shall be proportional to regional established pricing for the same or equal products being dispense in a similar manner. A sample price list shall be furnished by the vendors indicating vending prices for beverages that fit under the District’s and State’s nutritional guidelines.

Vendor shall notify the District at least sixty (60) days prior to affecting a price increase on any vending item.

Commissions

The District makes no guarantees as to the amount of product that will be sold. Under no circumstances will the District be required to sell a minimum amount of product in order to receive the commissions proposed.

By submitting a proposal, the vendor acknowledges responsibility for the risk with respect to any reductions of gross sales due to theft, fire accidents, vandalism, temporary loss of power, weather, acts of God, changes to the District or individual site calendars, temporary or permanent site closures, changes to site or facility construction plans, changes to the athletic or extracurricular programs or schedule, changes to site boundaries or District Boundaries, machine failure (refunds), other acts beyond the District's control, and actions within the District's control that are necessary for sound educational reasons.

Commissions shall be based on the total dollar amount sold per location and not individual items.

Compensation:

The District shall receive the following:

- **Commission Rate % on net sales of all beverage machines (paid monthly)**

Proposed commission rates shall be indicated on **ATTACHMENT B – COMMISSION RATE %**. The District is requesting a fixed commission percentage for all vending machines.

The monthly commission shall be paid to the District with a breakdown of the commission by school location by machine.

Payment Procedures

The vendor shall remit to the District on or before the fifteenth (15th) working day of each month, the monthly commission due in the form of a single check. In support of each payment issued, the vendor shall be required to attach to each commission an itemized statement, containing at a minimum the following information:

For each location:

1. Gross sales and commissions. Indicate separate calculation for each commission type/rate.
2. Net sales and commissions. Indicate separate calculations for each commission type/rate.

For each machine:

1. Counter readings – indicating beginning and ending counter readings
2. How much the counter readings may be off due to repair of the machine. A repair notification must be on file with the Director of Food Service.
3. Unit sales for each type of product sold in each machine.

Payment Penalties

For payments made after the due date, the successful vendor shall pay, as a late fee, a minimum of six percent (6%) of the total commission due. The successful vendor acknowledges that late or non-payment of commissions when due shall be good and sufficient cause for the District to terminate the vending contract, if the District chooses to do so.

Definitions

- **District Contract Administrator:** A designated individual within the District that manages the resultant contract with the successful vendor.
- **Energy Saving Technology:** A mechanism either built in or added to vending machines that enables reduced energy usage.
- **Anti-Theft Technology:** Mechanisms built into the vending machines that deter theft.

Statement of No Response

If declining to submit a proposal, please return the Statement of No Response form, Attachment C

Evaluation Criteria

The following criteria will be used with the weighted values below to evaluate each Proposal received. Central Bucks School District reserves the right to request clarification to the Proposal in order to evaluate all proposals.

Evaluation Criteria	Points
Reimbursement from product sales (Commission Rate %)	30
Itemized Unit pricing	20
Meets Wellness Policy Requirements	15
Student Affordability	15
Incentives (Scholarships)	10
Reference Checks	5
Central Bucks School District Experience	5
Total Points Possible	100

PROPOSAL PROTESTS

All firms are required to thoroughly review the RFP document. Any concerns or comments relating to the RFP document shall be brought to the attention of Central Bucks School District Purchasing Manager, Juliet Meehan, in writing promptly after receipt. **However, if the firm desires to protest the RFP document, or any of the specifications, requirements, or procedures thereof, the firm will be required to comply with Central Bucks School District RFP Protest Procedures (attachment D) within seventy-two (72) hours after the receipt of the proposal document.**

Failure to comply with this procedure will constitute a waiver by the firm of any right to later protest on the basis of the form, content and substance, including without limitation, the specifications, requirements or procedures, of the RFP documents.

Attachment A- BID PROTESTS

POLICY GUIDELINE

I. Policy Overview

Central Bucks School District will process bid and proposal protests in a timely and consistent manner to assure that all prospective contractors/vendors are accorded fair and equal consideration for the award of Central Bucks School District contracts

II. Purpose and Scope

The purpose of the Policy Guideline is to convey Central Bucks School District's general course of action for addressing bid and proposal protests asserted by prospective contractors.

III. Application and Responsibility

This Policy Guideline applies to all non-construction related contracts.

IV. Policy Guidelines

- A. Introduction.** Protests received by Central Bucks School District shall be immediately forwarded to the Purchasing Manager. The Purchasing Manager will prepare a written response, reviewed by the Business Manager
- B. Timely Filing.** The protest of a likely contract award to the apparent lowest bidder or best-qualified firm must be made prior to contract award. Untimely notice will not serve the interests of either party. Protests must be received by Central Bucks School District at the earliest practical time.
- C. Post Award Protest.** With respect to protest received after contract award, Central Bucks School District will not suspend contract performance or terminate the awarded contract unless so directed by the School Board.
- D. Protest Format.** The protesting party's protest should reference all pertinent County, State, Federal, or local laws or regulations that are relied upon in support of the protest. Any documents relevant to the protest should be submitted. Central Bucks School District, at its discretion, may decide the protest without requesting further submittal(s) from the party submitting the protest. Thus, the initial protest should include all matters that the party wishes Central Bucks School District to consider in deciding the protest outcome. Such matters include, but are not limited to, the following:
 - (1) The name and address of the party and its relation to the procurement
 - (2) Identification of the proposal or contract
 - (3) Description of the nature of the protest
 - (4) Identification of the provision(s) of the solicitation, regulations, or laws upon which the protest is based (i.e., identification of the specification of item of content in the RFP)
 - (5) Copies of all (or any) documentation supporting the allegations in the protest
 - (6) Statement of the specific relief requested

Attachment A- BID PROTESTS

POLICY GUIDELINE- cont'd

- E. Protest Submittal.** The best interest of the parties are served if the protest is (1) filed with the Purchasing Manager, (2) filed in a timely fashion, and (3) filed in the format and detail described in D above.
- F. Protest Remedies.** A decision by the responsible official will be made based on the merits of the protest. A written response will be provided by Central Bucks School District and all findings and specified remedies will be considered final.

ATTACHMENT B

COMMISSION RATE % PROPOSAL

The following describes your “**Commission Rate %**” Proposal to provide services specified in Attachment A - Scope of Services of the **RFP # 032-1516 District Vending Services**.

Based on the “Itemized Pricing Worksheet” - Attachment J, the District shall receive the following:

- A fixed commission percentage for each type of vending products (beverage) machines.
- Commissions shall be based on the total dollar amount sold per location and not individual items.
- Commission rate is based on net sales(paid monthly)

<u>Period</u>	<u>Commission Rate %</u> <u>Beverages</u>
1. July 1, 2016 to June 30, 2017	_____
2. July 1, 2017 to June 30, 2018	_____
3. July 1, 2018 to June 30, 2019	_____
4. July 1, 2019 to June 30, 2020	_____
5. July 1, 2020 to June 30, 2021	_____

The District also encourages incentives such as:

- Vendors should describe below other incentives available such as signage, cups, promotional and charitable donations, etc.

- Are you willing to sponsor a High School scholarship? _____
If so, how much per year ? _____

Signature of Authorized Official Date

Company Name

STATEMENT OF NO RESPONSE-Attachment C

District Beverage and Lunch Line Vending Services

Mrs. Juliet Meehan
Purchasing Manager
Central Bucks School District
20 Welden Drive
Doylestown, PA 18901

The undersigned declines to submit a proposal for above project:

Reason(s): _____

Signature: _____

Title: _____

Name of Firm: _____

Phone Number: _____

Attachment J

ITEMIZED PRICING WORKSHEET

Please provide an itemized listing of beverages that you can supply for the following categories, along with their respective vending price.

Water- all sizes

Brand	Size	Vending Price

Carbonated Beverages- all sizes

Brand	Size	Vending Price

Non-Carbonated Beverages- all sizes

Brand	Size	Vending Price

Attachment J

ITEMIZED PRICING WORKSHEET- cont'd

Juices

Brand	Size	Vending Price

Milk-all types

Brand	Size	Vending Price

Beverages for other than school buildings and teacher lounges

Brand	Size	Vending Price

**Attachment F- SIGNATURE SHEET FOR:
DISTRICT BEVERAGE & LUNCH LINE VENDING SERVICES**

My signature below confirms that I/we:

1. Propose to furnish and deliver to the Central Bucks School District, the supplies, materials and or equipment as required in the accompanying specifications, and at the unit price(s) indicated.
2. Certify that this proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a proposal for the same supplies, material and equipment and is in all respects fair and without collusion or fraud.
3. Certify that all supplies, material and or equipment proposed by this firm and to be supplied to the Central Bucks School District meets all safety and health standards as detailed in the proposal.

COMPANY NAME: _____

SIGNATURE: _____

By: _____

Title: _____

DATE SIGNED: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

This form must be completed and returned with your proposal

Windows 10 upgrade printer issues

IT is upgrading to Windows 10 and this is causing printer inconsistencies in the district. Tom Yockey, CBSD Network Manager, spoke with Chris Lucci, President of IPS Global who is our current contract provider of service and support for the approximately 2,300 devices in the District for a solution. We are currently in a 3 year contract with IPS.

To correct the issues, approximately 100 laser printers will need to be replaced. Chris Lucci has informed us that the cost of the machines, installation and setup will be around \$28,000. He will waive those fees, if we extend our contract with IPS for an additional year, taking the contract out to June 30th, 2019.

IPS currently supports:

Approximately 700 printers including wide format (poster) printers
14-17 laminators, a couple of fax machines
1,400 projectors--300 mounted and 1100 on carts

They provide all consumables, toner cartridges, etc, service and support for all the equipment listed above. They also provide all the bulbs for our projectors.

IPS replaces equipment at no charge if they are unable to repair it and this is at a rate of 20-25 machines a year.

When IPS budgeted for the current contract they did not factor in this large upgrade for laser printers. This upgrade is basically going to make the print driver inconsistency go away and make the toner cartridge replacement uniform and ultimately reduce service calls by upgrading.

The IT Department is extremely pleased with the relationship they have with IPS and would encourage the contract extension.

- Current yearly contract with IPS is \$ 146,946.00
- The proposed one year extension through June 30th, 2019 maintains the same contract amount with no increase at \$ 146,946.00
- The contract extension will save the District \$28,000 in laser printer purchases

Service Level Agreement
Full Coverage Contract



Date: 5/25/16

Customer Number: CB9001

Contract Number: _____

This Contract for services is made effective as of 6/1/15 by and between CBSD of _____ and IPS global of 3363 West Ridge Pike, Limerick, PA 19464. In this Contract, the party who is contracting to receive services will be referred to as "CBSD" and the party who will be providing the services will be referred to as "IPS".

Description of Services

Beginning on 6/1/15, IPS will provide to CBSD the services described on page 2 of this document labeled "Description of Services."

Payment for Services

In Exchange for the services, CBSD will pay compensation to IPS: \$ 146,946 annually quarterly monthly . Cost-per-copy rate _____ b/w _____ color

Term

This contract will terminate automatically on 6/1/19 (48 months)

Work Product Ownership

Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively the "Work Product") developed in whole or in part by IPS in connection with the services will be the exclusive property of CBSD. Upon request, IPS will execute all documents necessary to confirm or perfect the exclusive ownership of CBSD to the Work Product.

Confidentiality

IPS and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of IPS, or divulge, disclose, or communicate in any manner, any information that is proprietary to CBSD. IPS and its employees, agents and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this Contract. Upon termination of this Contract, IPS will return to CBSD all records, notes, documentation and other items that were used, created, or controlled by IPS during the term of this Contract upon request.

WARRANTY IPS shall provide its services and meet its obligations under this Contract in a timely and workmanlike manner, using knowledge and recommendations for performing the services which meet generally acceptable standards in IPS's community and region, and will provide a standard of care equal to, or superior to, care used by service providers similar to IPS on similar projects. **REMEDIES** In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Contract (including without limitation the failure to make a monetary payment when due), the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 3 days from the effective date of such notice to cure the default(s). Unless waived by a party providing the notice, the failure to cure the default(s) within such a time period shall result in the automatic termination of this contract. **ENTIRE AGREEMENT** This Contract contains the entire agreement of the parties, and there are no other promises of conditions in any other agreement whether oral or written concerning the subject matter of this contract. This contract supersedes any prior written oral agreements between the parties. **SEVERABILITY** If any provision of this Contract is held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, the such provision will be deemed to be written, construed, and enforced as so limited. **AMENDMENT** This Contract may be modified or amended in writing, if the party obligated under the amendment signs the writing. **GOVERNING LAW** This Contract shall be construed in accordance with the laws of the State of PA. **NOTICE** Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing. **ASSIGNMENT** Neither party may assign or transfer this Contract without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

3363 West Ridge Pike, Pottstown, PA
19464 800.347.2913 | 610.323.2913

www.ipsG7.com

Service Level Agreement Full Coverage Contract



Date: _____

See website for a list of equipment covered under this agreement.

Description of Services

Full coverage contract includes:

- All parts and labor needed to repair the equipment during the contract term. Customer pays no additional cost for any part directly attached to the equipment
- All supplies including toner, drums, maintenance kits, etc are INCLUDED in this agreement for all Color and Mono Printers. Approximately 620 printers
- Annual PM per device is included in this contract includes all buildings and equipment (July, August) All rollers, fusers replacements included.
- All travel and mileage associated with the repair of equipment listed in this agreement is also included. Customer pays no additional charges for travel or mileage
- * Replace approximately 100 monochrome printers (NO CHARGE FOR THIS EQUIPMENT to CBSD). Equipment becomes CBSD property after 2 years of this contract being fully executed.
- All bulbs included for projectors (approximately 2,380 projectors. estimated annual bulb spend \$23,400)
- Warranty repair on the new short throw projector(s) Epson Models. Shipping and/or repair
- Includes 4 loaner Projectors kept onsite at CBSD (IPS expense)
- All support for projectors including parts, travel and labor
- All support for the wide format machines parts, labor and travel (approximately 27)
- All support for laminators all parts, labor and travel (approximately 81)
- Same web ordering and website containing all the data readily available to analyze your cost per location
- **IPS live** monitoring at no charge (real time monitoring of network printers on our website) Currently running a demo version with us
- Standard service response time is same-day as called. All service requests prior to 12:00 pm are dispatched for service that day. All calls placed after 12:00 pm are dispatched for that day but may not be completed until the next business morning unless 4-hour response time is included
- No charge to install the estimated 30 printers
- If, for any reason, IPS needs to remove the machine for repair, IPS Laser Express will provide a loaner machine at no charge to the customer
- If a machine covered under this agreement cannot be repaired or continues to perform at an unsatisfactory level, IPS will replace the machine with an equal or newer model at no additional cost to the customer. *Point of replacement coverage
- After our normal business hours (Monday-Friday 8:00 am to 5:00 pm) and on Saturdays, Sundays, and holidays, travel and labor time are charged at the established hourly rates, unless it is included in writing under this agreement
- This agreement does not cover: electrical work external to the equipment; work made necessary by electrical power failure; labor or material made necessary by willful misuse of the equipment; or damage through fire, water, theft, accidents or other acts beyond normal control
- This agreement is not valid until agreed payment terms have been met

Customer Name: _____
Representative Name (print): _____
Signature: _____
Title: _____
Date: _____

IPS global Acceptance
Representative Name (print): Chris Lueck
Signature: _____
Date: 5/25/15

3363 West Ridge Pike, Pottstown, PA
19464 800.347.2913 | 610.323.2913

C & C Photo Studios

Central Bucks School District

20 Welden Drive

Doylestown, PA 18901

Attention: Juliet Meehan, Purchasing Manager

C & C Photo Studios has submitted a Student Photography Proposal to Central Bucks School District. My understanding is that the School District has or will accept the proposal with the understanding that the following additional requirements will be incorporated into the C & C Photo Studio proposal and become a part of the Agreement between Central Bucks School District and C & C Photo Studios. Those additional provisions are as follows:

The Central Bucks School District sought a contract to provide student photography for the 2016/2017 school year with the understanding that the photography service for school year 2017/2018, 2018/2019, 2019/2020 & 2020/2021 are being awarded subject to the satisfactory performance by C & C Photo Studios, which said review shall occur at the end of each school year. If, at the sole discretion of Central Bucks School District, the performance is not satisfactory, C & C Photo Studios will not provide student photography for all or any of the given years. Central Bucks School District will award its contract to C & C Photo Studios for the entire grades K-12. C & C Photo Studios has been advised that the current student enrollment, which is subject to the Agreement, is approximately 18,730 students and these students are located in twenty-three (23) school buildings throughout the District. C & C Photo Studios acknowledges that student enrollment is expected to decline by 300 students per year.

2. Every child must be photographed for school record.

3. Central Bucks School District will assume no monetary responsibility or liability for photograph orders, as all agreements to purchase photographs are between students, parents and guardians and C & C Photo Studios. C & C Photo Studios agrees to hold Central Bucks School District harmless in the event any disputes arise pursuant to any agreement between students, parents and guardians and C & C Photo

Studios. C & C Photo Studios agrees to assume all responsibility for the accounting of all funds it collects. The hold harmless indemnification provided by C & C Photo Studios shall extend, in addition to any claims, to any costs, including attorney's fees that may be incurred by Central Bucks School District.

4. Prior to, or at the time of delivery, C & C Photo Studios shall provide to the building Principal a list of all students photographed and packages ordered by students and/or parents and guardians.

5. The photography session scheduled at each school shall be arranged with the building Principal who is to be contacted by June 1st of each year to make these arrangements. It is expected that the photographer shall be ready to take pictures at the best time(s) provided by the Principal. It is anticipated the schedule will commence in early September at the start of the school year.

6. There will be NO district staff utilized or involved in the photography session at the Middle School or High School level. C & C Photo Studios shall provide an extra person at all schools to expedite the photography process. All cameras utilized in the photography session must be able to take any picture package in any sequence.

7. Payment for the photographs will be made at the time the student is photographed. The collection and tabulation of all money shall be the responsibility of C & C Photo Studios.

8. No photographer, assistant or anyone else employed by C & C Photo Studios, shall be present in any school building without having received and provided to Central Bucks School District all clearances required by State or Federal Law. C & C Photo Studios agrees to contact Central Bucks School District prior to the commencement of work in order to determine exactly which clearances are required for C & C Photo Studios employees and/or subcontractors. Upon such determination, C & C Photo Studios is responsible to provide Central Bucks School District with the names and clearance verification of each photographer that will be providing photography services in our schools. These list will be cross checked and if verifications are not provided, that photographer will not be allowed entry into Central Bucks School District.

9. All students shall be entitled to retakes if the student, parent/guardian feels the pictures are unsatisfactory for any reason. One retake will be provided at no additional charge. If pictures are still found to be unsatisfactory, the picture may be retaken at C & C Photo Studio at no charge. If the

student/parent/guardian desires that the picture be taken at the school, then C & C Photo Studios agrees to make such arrangements directly with the student/parent/guardian.

10. Absentees and those desiring retakes shall be photographed within reasonable time after the initial picture taking session. The time scheduled for the retake shall be established with the building Principal who will schedule absentee/retake days. A record of who was not photographed on the original day of picture taking shall be given to the Principal within four (4) business days of initial picture taking.

11. Refunds shall be made if any student/parent/guardian feels the photographs are unsatisfactory for any reason. C & C Photo Studios shall state on the order form that Central Bucks School District assumes no responsibility for refunds and C & C Photo Studios agrees to indemnify and hold the District harmless for any costs, losses, expenses incurred by the Central Bucks School District related to any order for photographs or refunds. All refunds will be handled through C & C Photo Studios and will be made directly to the student/ parent/guardian within four (4) weeks of refund request.

12. Quoted prices shall include the appropriate state sales tax calculations.

13. The student and parent/guardian shall have the option of choosing any package offered or any a la carte items.

14. Payment may be made by cash or check and a receipt will be provided for every transaction.

15. Kodak Luster finish (or District approved equal) color prints will be provided.

16. Color balance must be in high fidelity relationship to natural skin tones. Special attention to focus and light must be given to students wearing eyeglasses.

17. Class pictures will be graphically enhanced with the school name, school year and teachers name imprinted under the picture. Pictures with this information in the actual photo will not be acceptable.

18. Each elementary school Principal shall receive, at no charge, an album of all class group pictures with a separate page, in grid form, to be used to identify each student. The album shall be durable vinyl material.

19. All picture package envelopes shall be of clear plastic or with a window for quick identification of the student. There shall also be a label affixed to the outside of each package indicating the students name, grade, classroom or homeroom. The arrangement method of the picture packages will be determined by the Principals at each school.

20. The following items will be included, at no cost to the District, as part of the vendor's package price and will be provided whether individuals purchase pictures or not:

ID photo cards (middle and senior high only). ID cards shall measure 2" X 3-1/4" (credit card size) and be made of PVC/credit card quality plastic. They are to be delivered to the school within two weeks of the date of the initial photography session. ID background color will be determined by the Principal. The ID card will also be imprinted with a Code 39 bar code; this information will be provided by the IT Department in Excel or a tab/comma delimited file. A list of scheduled photo dates will be provided to the IT Department so they can provide the necessary file for camera card creation two weeks prior to the scheduled picture dates. Photographer will contact the IT Department for any student photo taken for whom there is no camera card so the correct information can be provided for the creation of the student ID badge. The High School student ID card should be imprinted with the student's name and grade only. The Middle School ID card shall be imprinted with the student's name, grade and homeroom. The ID cards are to be delivered to each school grouped by homeroom and in alphabetical order.

B) Permanent record photographs- A minimum of two (2) photographs with the name of the student shall be provided. These shall be color and 1-1/2" x 2-1/4". These pictures must have a peel-off adhesive backing.

C) Yearbook photographs for Middle and Senior high (elementary is optional) one roll of black and white photographs with the name of the student clearly identified shall be provided at the time of picture package delivery. Minimum picture size shall be 1-1/4" square. A PSPA standard yearbook disc will be provided for Middle & Senior Highs.

D) Elementary group album

E) A school staff group photo, size 8" X 10", quantity 1 shall be provided per staff member at no additional cost.

F) Aramark Food Services (food service provider for Central Bucks School District) as well as the IT Department will receive an electronic form of all pictures taken. The file name of each photo shall be the student ID number. Disk to be delivered to the respective school as quickly as possible after retakes for record updating.

21. C & C Photo Studios, as part of its proposal and the Agreement, shall comply with all laws of the Commonwealth of Pennsylvania. These laws include, but are not limited to, those relating to equal employment opportunities and contracts and certifications whether related to Act 34, Act 151, background check of personnel and Federal Criminal History Act 114 where applicable as well as Act 126 Evidence of Child Abuse Training.

22. Termination of Contract Period. If C & C Photo Studios does not perform in accordance with these specifications, does not provide acceptable quality work or violates any of the terms and conditions of the Agreement, this Agreement is cancellable with thirty (30) days written notice from the Central Bucks School District. C & C Photo Studios performance will be reviewed each year and must be satisfactory to Central Bucks School District in order to continue from year to year. Termination of the contract will be at the sole discretion of the School District.

23. It should be noted that the School District is not requesting a commission or complementary photo packages for staff members. C & C Photo Studios shall refrain from offering commission or other gratuities.

24. C & C Photo Studios shall provide the following insurance at its sole cost and expense:

A. Workers' Compensation Insurance: As required by law, proof of which shall be provided at the time of C & C Photo Studios execution of the contract, C & C Photo Studios shall deliver to Central Bucks School District a certificate(s) of insurance certifying that they have obtained full Worker's Compensation and Employer's Liability Insurance coverage for all persons whom they employ or may employ during the course of the contract. Such coverage shall be maintained for the duration of the contract and the warranty period and shall meet the most current requirements. C & C Photo Studios insurance carriers must have an AM Best rating of A-/VIII or better. Policies must not be cancelled or non-renewed without 30 days written notice to the district.

B. Public Liability Insurance: General Liability Insurance shall be provided with the following limits.

\$1,000,000 General Aggregate

\$1,000,000 Products/Complete Operations Aggregate

\$1,000,000 Personal Injury and Advertising Injury

\$1,000,000 Each Occurrence (Personal Injury)

\$50,000 Fire Damage (any one fire)

\$5,000 Medical Expense

\$1,000,000 Each Occurrence (Property Damage)

This policy must include premises/operation, independent contractors, products and completed operations, contractual liability covering the contract, broad form property damage including completed operations, personal injury and advertising injury. C & C Photo Studios shall procure and maintain during the life of the contract, Automobile Liability Insurance with the following limits. Excess insurance or umbrella liability insurance will be acceptable in attaining the requirement limits. Central Bucks School District must be added as an additional insured on the general liability contractor's policy, which is primary and non-contributory to all other collectable insurance.

C. Umbrella (Excess) Liability: \$5,000,000 limit to provide excess coverage over general liability, automobile liability and employer's liability.

C & C Photo Studios agrees to indemnify and accept full responsibility for any and all damages, including damage to Central Bucks School District's real and personal property and/or any person(s) as a result of C & C Photo Studios provision of services under the contract.

25. C & C Photo Studios will work closely with the Central Bucks School District IT department to ensure the needs of the department are satisfied.

26. C & C Photo Studios will have a photographer on site for New Teacher Orientation at the date to be supplied no later than a month prior.

27. All schools will receive the services and pricing included within this agreement. The prices will be firm for a period of five (5) years.

28. A copy of the ordering envelope will be sent to Central Bucks School District every year before it is sent to students, parents/guardians. Once approved, the ordering envelope can be distributed.

29. This Agreement, which includes the proposal from C & C Photo Studios, constitutes the entire Agreement between the parties. In order to be modified, the modification must be in writing and signed by authorized representatives of the parties hereto.

30. This Agreement shall be interpreted in accordance with the laws of the Commonwealth of Pennsylvania and shall be binding upon respect of parties or their successors and assigns. To the extent a dispute occurs between the parties, said dispute shall be litigated in the Court of Common Pleas of Bucks County, Pennsylvania.

31. C & C Photo Studios hereby acknowledges and agrees that the personally identifiable student information, being disclosed to it by Central Bucks School District is for the limited purpose of conducting work as described in this contract and will be used only for that purpose.

Further, C & C Photo Studios is subject to compliance with all relevant laws and regulations pertaining to the possession and maintenance of such Student Information including, but not limited to the Federal Family Education Rights and Privacy Act, 20 U.S.C. Section 1232g and 34 CFR Section 99 et. Seq., and in particular 34 CFR 99.33 pertaining to the disclosure of personally identifiable information from education records, and the Washington RCW 28A.605.030 and RCW 42.17.310.

C & C Photo Studios further is required to maintain the confidentiality of the Student Information provided and not to disclose personally identifiable information about a student including photos to any other party

without the prior written consent of the parent of eligible student or as is otherwise authorized by law or regulation. C & C Photo Studios also agrees to defend, indemnify and hold harmless Central Bucks School District, its officers, employees and agents, from any and all complaints, charges, causes of action, claims or damages of every kind and nature whatsoever relating to an improper release of the Student Information by C & C Photo Studios or its employees or agents.

It is further acknowledged and agreed that if/when the work contracted with Central Bucks School is terminated, all Student Information will be destroyed and no copies or other retention of the personally identifiable Student Information will be maintained.

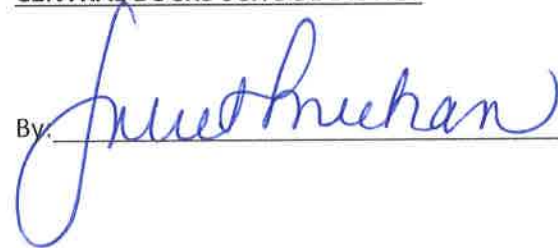
C & C PHOTO STUDIOS

Date: 6/8/16

By: 

Central Bucks School District herein approves the proposal and the Agreement as set forth herein this 8th day of June, 2016

CENTRAL BUCKS SCHOOL DISTRICT

By: 

Date: 06/08/16



CENTRAL BUCKS SCHOOL DISTRICT

LEADING THE WAY

The Central Bucks Schools will provide all students with the academic and problem-solving skills essential for personal development, responsible citizenship, and life-long learning.

To: Sharon Reiner
From: Brett Haskin
Date: June 1, 2016

Board Agenda Information:

General Fund Disbursements, May 2016

Checks	\$2,281,100.63
Electronic Payments	\$37,912,785.77
Transfers to Payroll	\$7,832,689.29
TOTAL	<u>\$48,026,575.69</u>

Other Disbursements, May 2016

Capital Fund Checks	\$570,985.32
Food Service Checks & Electronic Payments	\$436,669.38
TOTAL	<u>\$1,007,654.70</u>

Grand total of all Funds \$49,034,230.39

**The Central Bucks School District
General Fund
Treasurer's Report
5/31/2016**

Beginning Cash Balance		\$27,319,981.47
Receipts		
Local General Funds Receipts		
Local Collectors	289,186.56	
County of Bucks	413,958.37	
EIT	3,888,910.58	
Interest Earnings	6,993.05	
Facility Use Fees	56,826.94	
Tuition, Community School	362,112.20	
Contributions	25,376.35	
Miscellaneous	8,728.23	
Total Local General Funds Receipts	\$5,052,092.28	
State General Fund Receipts		
Soc Sec & Retirement	172,474.10	
Total State General Fund Receipts	\$172,474.10	
Federal General Fund Receipts		
Title 2	18,805.13	
IDEA	283,551.66	
Other Federal Subsidies	8,444.43	
Total Federal General Fund Receipts	\$310,801.22	
Other Receipts		
Investments Matured	29,040,000.00	
Offsets to Expenditures	145,187.81	
Total Other Receipts	\$29,185,187.81	
Total Receipts		\$34,720,555.41
Total Beginning Cash Balance and Receipts (carried to next page)		\$62,040,536.88

**The Central Bucks School District
General Fund
Treasurer's Report Continued
5/31/2016**

Total Beginning Cash Balance and Receipts (from previous page)		\$62,040,536.88
Disbursements		
* Checks (see detail below)	\$2,281,100.63	
Electronic Payments:		
Debt Service Payments	17,212,571.84	
MBIT Operations Payments	987,168.75	
Employee Payroll Taxes/WH	2,749,060.39	
Employer Payroll Taxes	934,619.46	
PSERS Retire	954,964.52	
403B/457PMT	364,246.27	
Health Benefit Payments	2,729,079.79	
Transfer to Debt Service	10,500,000.00	
Transfer to Long-Term Capital	1,480,000.00	
Transfer to Other Funds	<u>1,074.75</u>	
Electronic Payments Total:		\$37,912,785.77
Transfer to Payroll		\$7,832,689.29
Total Disbursements		\$48,026,575.69
Ending Cash Balance	5/31/2016	\$14,013,961.19

*** Check Detail**

First Check Run-	Board Approved 05/10/2016	\$1,018,175.63
Second Check Run-	Board Approved 05/24/2016	\$500.00
Third Check Run-	Board Approved 05/24/2016	\$90,485.88
Fourth Check Run-	Board Approved 05/24/2016	\$955,730.34
Fifth Check Run	Board Approved 06/14/2016	\$8,805.76
Total Check Runs-	Detail provided when Board Approved	<u>\$2,073,697.61</u>
Less Voided Checks		<u>(\$3,324.50)</u>
May Check Disbursements		\$2,070,373.11
Add Prior Month A/P Funded This Month		\$582,976.60
Less This Month A/P To Be Funded Next Month		<u>\$372,249.08</u>
Checks Funded This Month		<u><u>\$2,281,100.63</u></u>

**The Central Bucks School District
Capital Fund
Treasurer's Report Continued
5/31/2016**

Beginning Cash Balance		\$185,679.31
 Receipts		
Interest Earnings	\$60.05	
Cash Transfers from Reserve Accounts	\$399,270.87	
Total Receipts		\$399,330.92
 Disbursements		
* Checks (see detail below)		\$570,985.32
Letter of Credit Fee		\$1,336.91
Ending Cash Balance		\$12,688.00

*** Check Detail**

First Check Run-	Board Approved 5/10/16	\$51,021.88
Second Check Run-	Board Approved 05/24/2016	\$348,248.99
May Check Disbursements	Detail provided when Board Approved	<u>\$399,270.87</u>
Add Prior Month A/P Funded This Month		\$171,714.45
Less This Month A/P To Be Funded Next Month		<u>\$0.00</u>
 Checks Funded This Month		 <u><u>\$570,985.32</u></u>

**The Central Bucks School District
Food Service
Treasurer's Report Continued
5/31/2016**

Beginning Cash Balance		\$524,113.33
Receipts		
Interest Earnings	\$211.45	
Student Lunch Account Deposits	\$431,589.79	
Subsidies	\$170,316.49	
Total Receipts		\$602,117.73
Disbursements		
* Checks (see detail below)	\$15,286.31	
Electronic Payments	\$421,383.07	
Total Disbursements		\$436,669.38
Ending Cash Balance		\$689,561.68

*** Check Detail**

First Check Run-	Board Approved 05/24/2016	\$15,286.31
Second Check Run-	Board Approved 06/14/2016	\$5,081.64
May Check Disbursements	Detail provided when Board Approved	\$20,367.95
Add Prior Month A/P Funded This Month		\$0.00
Less This Month A/P To Be Funded Next Month		\$5,081.64
Checks Funded This Month		\$15,286.31

**Central Bucks School District
Investment Portfolio
Summary Totals by Bank
May 31, 2016**

Bank Name	Principal Amount
First Niagara	1,697,519
Firsttrust Bank	7,507
Hatboro Federal Savings	100,000
MBS	1,715,000
National Penn(BB&T Bank)	2,997
PLGIT	20,250,658
Provident Bank(Team Capital Bank)	247,000
PSDLAF	28,271,786
Quakertown National Bank	3,546,328
Santander	16,199,032
TD Bank	41,487,344
Univest Bank & Trust	245,722
William Penn Bank	248,000
Total	114,018,893

**Central Bucks School District
Investment Portfolio
General Fund- Bank Balances
May 31, 2016**

<u>Purchase Date</u>	<u>Bank Name</u>	<u>Maturity Date</u>	<u>Rate of Interest</u>	<u>Principal Amount</u>
<u>GENERAL FUND BANK ACCOUNTS</u>				
5/31/16	TD Bank	6/1/16	0.40%	14,013,961
5/31/16	TD Bank Munciple Choice	6/1/16	* 0.55%	8,800,000
5/31/16	PLGIT	6/1/16	0.26%	3,658
5/31/16	Univest Bank & Trust	6/1/16	0.35%	245,722
5/31/16	PSDLAF MAX Acct	6/1/16	0.24%	672
5/31/16	PSDLAF MAX Acct	6/1/16	0.24%	153,649
Total General Fund Bank Accounts				23,217,663
<u>GENERAL FUND CDs</u>				
Individual Bank CDs:				
5/22/14	Provident Bank(Team Capital Bank)	5/22/16	0.50%	247,000
8/20/15	William Penn Bank	8/19/16	0.55%	248,000
9/1/15	Hatboro Federal Savings	9/1/16	0.50%	100,000
PLGIT CDs :				
9/18/15	PLGIT Term	6/24/16	0.39%	20,000,000
8/19/15	Bank Leumi USA	8/18/16	0.75%	247,000
PSDLAF CD's:				
6/11/15	Nexbank, SSB	6/10/16	0.60%	220,000
7/23/15	One West Bank-Healthcare	7/22/16	0.80%	245,000
8/4/15	Financial Federal Savings Bank-Healthcare	8/3/16	0.70%	245,000
8/4/15	GBC International Bank-Healthcare	8/3/16	0.55%	200,000
7/29/15	American Express FSB-Healthcare	1/30/17	0.80%	245,000
Multi Bank Securities CDs:				
8/24/15	Comenity Capital Bank	8/24/16	0.65%	245,000
8/28/15	Enerbank USA	8/29/16	0.60%	245,000
9/2/15	Beal Bank USA	8/31/16	0.65%	245,000
6/26/15	Mercantil Commercebank	12/27/16	0.80%	245,000
7/1/15	Discover Bank, Greenwood, Del	1/3/17	0.75%	245,000
7/1/15	Goldman Sachs Bank USA	1/3/17	0.75%	245,000
7/1/15	American Express Centurion Bank	1/3/17	0.80%	245,000
Total General Fund CDs				23,712,000
<u>GENERAL FUND MONEY MARKET ACCOUNTS</u>				
5/31/16	First Niagara	6/1/16	0.00%	100
5/31/16	Santander	6/1/16	0.30%	7,532
5/31/16	PSDLAF Full Flex Acct	6/1/16	0.33%	18,000,000
5/31/16	National Penn(BB&T Bank)	6/1/16	0.25%	2,997
5/31/16	Firsttrust Bank	6/1/16	0.30%	7,507
5/31/16	Quakertown National Bank	6/1/16	0.30%	7,327
5/31/16	First Niagara- Post Employment	6/1/16	0.15%	1,697,419
5/31/16	Quakertown National Bank-Post Employment	6/1/16	0.55%	3,539,001
5/31/16	TD Bank- Healthcare	6/1/16	0.40%	1,582,850
5/31/16	TD Bank- Post Employment	6/1/16	0.40%	4,106,651
Total General Fund Money Market Accounts				28,951,386
Total General Fund				75,881,048

* Interest earnings credited to offset fees

**Central Bucks School District
Investment Portfolio
Capital Fund- Bank Balances
May 31, 2016**

<u>Purchase Date</u>	<u>Bank Name</u>	<u>Maturity Date</u>	<u>Rate of Interest</u>	<u>Principal Amount</u>
<u>Fund 3 Operations Account</u>				
5/31/16	TD Bank Fund 3 Operations Acct	6/1/16	0.40%	12,688
		Total Fund 3 Operations Account		12,688
<u>Short Term Capital Reserve</u>				
5/31/16	TD Bank	6/1/16	0.40%	507,601
		Total Short Term Capital Reserve		507,601
<u>Capital Café Equip Reserve</u>				
5/31/16	TD Bank Capital Proj- Bldg Cafeteria/Equip	6/1/16	0.40%	709,719
		Capital Café Equip Reserve		709,719
<u>Technology Capital Reserve</u>				
5/31/16	TD Bank	6/1/16	0.40%	423,342
		Total Technology Reserve		423,342
<u>Transportation Capital Reserve</u>				
5/31/16	TD Bank	6/1/16	0.40%	639,228
		Total Transportation Reserve		639,228
<u>Long Term Capital Reserve</u>				
5/31/16	Santander	6/1/16	0.30%	16,191,499
		Total Long Term Capital Reserve		16,191,499
		Total Capital Fund		18,484,078

**Central Bucks School District
Investment Portfolio
Debt Service Fund- Bank Balances
May 31, 2016**

<u>Purchase Date</u>	<u>Bank Name</u>	<u>Maturity Date</u>	<u>Rate of Interest</u>	<u>Principal Amount</u>
<u>Debt Service Reserve</u>				
5/29/14	PSDLAF(US Treasury Strip)	8/15/16	0.34%	4,962,500
6/10/14	PSDLAF(US Treasury Strip)	8/15/16	0.40%	3,999,964
5/31/16	TD Bank	6/1/16	0.40%	10,691,303
			Total Debt Service Reserve	19,653,767
			Grand Total- All Funds	114,018,893
			Weighted Average Rate of Return	0.37%

Summary of Reserve Account Activity & Fund Balance Status

Fund 3-Summary of Reserve Account Commitments & Balances

	Reg. Bal. 7/1/2015	Transfers from General Fund	Interest Earnings	Expenditures	Commitments	Balance 5/31/2016	Target Amount	% of Target	Comments
Short term Capital	\$ 2,368,073.00	\$ 5,330,000.00	\$ 6,085.86 *	\$ 7,196,557.86	\$ 5,214,709.67	\$ (4,707,108.67)	\$ 6,000,000.00	-78%	Commitments will be increasing over next few months; this will include project work funded by 1617 budgeted transfer
Short Term Capital- Café Equip	\$ 802,372.00		\$ 2,326.04	\$ 94,979.04	\$	\$ 709,719.00			
Technology	\$ 3,020,246.00		\$ 5,362.16	\$ 2,602,265.93	\$ 1,786,249.50	\$ (1,362,907.27)	\$ 3,500,000.00	-39%	Commitments are against 1617 Budgeted Fund transfer from Fund 1
Transportation	\$ 1,125,561.00	\$ 1,000,000.00	\$ 3,101.43	\$ 1,489,434.43	\$ 7,860.00	\$ 631,368.00	\$ 2,100,000.00	30%	
Long Term Capital	\$ 10,596,472.00	\$ 9,969,665.00	\$ 39,181.42 **	\$ 4,413,819.11	\$ 5,250,936.00	\$ 10,940,563.31	\$ 25,000,000.00	44%	Final 1516 Budgeted transfer was completed in May
2008 Bond Fund Proceeds	\$ 1,236,334.00		\$ 486.60 ***	\$ 1,236,820.60	\$	\$			
Totals	\$ 19,149,058.00	\$ 16,299,665.00	\$ 56,543.51	\$ 17,033,876.97	\$ 12,259,755.17	\$ 6,211,634.37	\$ 36,600,000.00	17%	
Reserve Account Expenditure Detail:									
Short Term Capital			Long Term Capital			2008 Bond Proceeds			
Unami	\$ 2,169,303					Stadium Expenses	\$ 802,410		
Misc Projects	\$ 5,027,255		Holicong & Misc	\$ 4,413,819		CBE Expenses	\$ 434,411		
Total *	\$ 7,196,558		Total **	\$ 4,413,819		Total ***	\$ 1,236,821		

Fund 4-Debt Service Fund Balance Projections

	Fund Balance 7/1/2015	Transfer From General Fund	Interest Earnings	Expenditures	Commitments	Projected Balance as of 5/31/2016	Target Amount	% of Target	Comments
Debt Service	\$ 9,149,665.00	\$ 10,500,000.00	\$ 4,102.00			\$ 19,653,767.00	\$ 30,000,000.00		No future transfers budgeted for the debt service fund. Additional \$10.3M needed for potential \$30M debt defeasance is available in the general fund balance 1 OPEB Reserve of \$9.3M has been deemed unnecessary by the auditors & 2 \$1m of the 1516 positive budget variance is available

*Beginning balance adjusted to reflect funds due back to Fund 1 which were transferred in August

Fund 1-General Fund Fund Balances: Nonspendable, Unassigned & Assigned

Fund Balance 7/1/2015		
Nonspendable Fund Balance	\$ 2,511,016.00	Prepaid Healthcare exp with Bucks Montco consortium
Unassigned Fund Balance	\$ 11,414,539.00	3.66% of 15-16 Budget
Assigned Fund Balance:		
Post Employment Reserve	\$ 9,343,071.00	as noted above - could use for debt defeasance
Health Care Reserve	\$ 2,517,850.00	
Total Assigned Fund Balance:	\$ 11,860,921.00	
FUND 1 TOTAL FUND BALANCE	\$ 25,786,476.00	

Fund-5 Food Service Fund Balance

Fund Balance 7/1/2015	
Unassigned Fund Balance	\$ 695,229.00

**Payroll,
FICA, Medicare
and Retirement Projection
May 31, 2016**

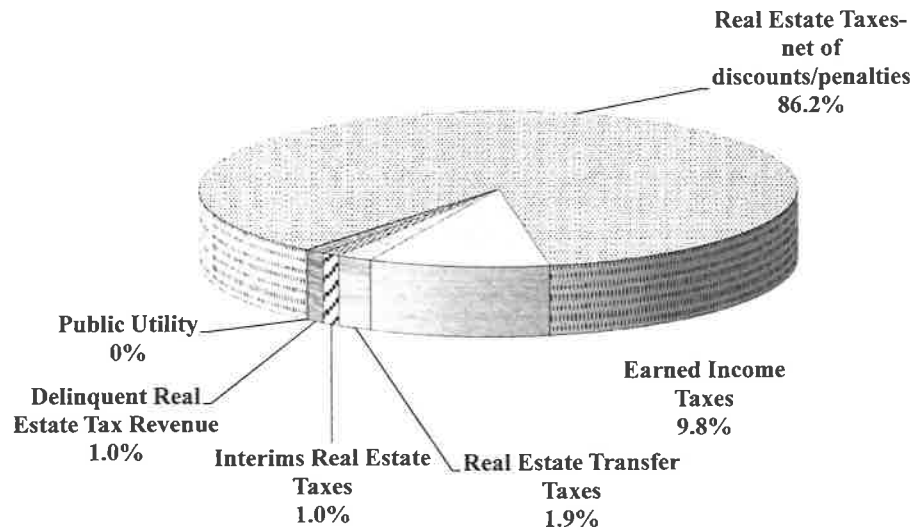
	Budget	Projected Expense	<i>Positive (Negative) Variance</i>	YTD ACTUAL (AS OF May 31, 2016)
PAYROLL	147,882,958	145,456,453	2,426,505	116,739,818
FICA_MED	10,662,435	10,722,293	(59,858)	8,560,355
RETIREMENT	<u>37,624,448</u>	<u>37,172,502</u>	<u>451,946</u>	<u>29,935,429</u>
TOTAL	196,169,841	193,351,248	2,818,593	155,235,602

Updated projection based on history and current payroll trends - no change in projected expenses

**Central Bucks School District
Fringe Benefits
31-May-16**

	Budget	* Adjusted Budget	Encumbered	Spent	Balance	% Committed	1415 Actuals	1516 Budget Increase
271 Health care Self Insured: Spent based on paid claims; encumbered = expected claims based on trends; less empl prem cost share	19,537,340	19,537,340	1,885,000	15,207,908 17,092,908	2,444,432	87%	18,478,791	1,058,549
								Current Year expenses continue below prior years; while this is a positive situation, it is not advisable to decrease 1617 as more staff will be covered & this decrease may not continue
272 Dental coverage Self Insured: Curr Yr = 99,000 per month w/qrtrly reconciliations	1,388,743	1,200,000	82,195	1,075,495	42,310	96%	1,100,480	99,520
273 Life insurance Premium based; adjusted monthly based on salary report	175,000	230,000	15,742	193,510	20,748	91%	211,652	18,348
274 Disability coverage Self Insured: Expense = paid to date; encumbered = expected claims based on experience	301,306	281,405	36,750	214,240	30,415	89%	238,768	42,637
276 Prescription drugs Self Insured: Spent based on submitted claims; encumbered = expected claims based on experience & trends	5,293,592	5,375,000	519,600	5,269,358	(413,958)	108%	5,575,976	(200,976)
250 Unemployment comp Self Insured: Spent based on submitted claims; encumbered = expected claims based on experience & trends	318,997	115,000	-	42,158	72,842	37%	52,809	62,191
				This expense was overstated due to an entry error. The 1617 Budgeted amount was adjusted.				
260 Workers comp Self Insured: Spent based on submitted claims; encumbered = expected claims based on experience & trends	1,303,616	1,280,000	19,825	1,183,245	76,930	94%	1,198,153	81,847
240/ 290 Miscellaneous/Tuition Expenses incurred over course of the year	255,151	555,000	45,000	449,541	60,459	89%	553,359	1,641
Totals	28,573,745	28,573,745	2,604,112	23,635,455 26,239,567	2,334,178	91.83%	27,409,988	1,163,757
						8.17% positive budget var		

**Central Bucks School District
Projected Tax Collections
31-May-16**



<u>Revenues</u>	<u>2015-2016 Budget</u>	<u>Estimated Actual</u>	<u>Projected Variance Positive/(Negative)</u>	<u>Collections as of May 31, 2016</u>	<u>2014-2015 Actual</u>
1 Real Estate Taxes-net of discounts/penalties	\$210,025,826	\$210,785,611	\$759,785	210,295,611	208,470,687
2 Earned Income Taxes	22,375,000	\$23,870,000	\$1,495,000	21,288,080	22,621,867
3 Real Estate Transfer Taxes	4,522,500	4,700,000	177,500	3,871,901	4,688,372
4 Interims Real Estate Taxes	2,000,000	2,450,000	450,000	1,430,807	1,554,650
5 Delinquent Real Estate Tax Revenue	2,487,000	2,500,000	13,000	2,062,329	2,644,404
6 Public Utility	<u>295,000</u>	<u>274,496</u>	<u>(20,504)</u>	274,496	293,751
Total	<u>\$241,705,326</u>	<u>\$244,580,107</u>	<u>\$2,874,781</u>	<u>239,223,224</u>	<u>240,273,731</u>
			1.189%		

- 1 Tax Collector collections are complete by the end of January. Remaining balance liened, with collections for 1516 continuing through the county; based on collections as of May 31st expect to exceed projection. % variance in budget to projected actual is .4%
- 2 Earned Income Tax collections to date are still running behind the 2013-14 & 2014-15 collections. Collections for May were up, but under May, 2015. June revenues historically run between .75M & 1.8M, so the final receipts may or may not exceed budget??
- 3 Transfer tax revenues updated through May 31st. Collections for May were up slightly over last year. Based on typical collections in June, actual may exceed budget as noted.
- 4 Interim tax collections are behind prior year, while actual billing is about even, so reduced projection based on historical data.
- 5 No updated information. Based on current collections & the rate of collections last year we should be on track to meet projected revenue.
- 6 Final - 100% collected.