

CENTRAL BUCKS SCHOOL DISTRICT
Finance Committee Minutes
December 13, 2016

Committee Members Present

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

Dave Matyas, Business Administrator

Other Board Members and Administrators Present

Sharon Collopy
Karen Smith
Dennis Weldon
Mr. Kopicki, Superintendent
Dr. Davidheiser, Assistant Secondary Superintendent

Committee Members Absent

Jerel Wohl, Member
Susan Vincent, Director of Finance

The Finance Committee meeting was called to order at 6:00 p.m. by Glenn Schloeffel, Chairperson

PUBLIC COMMENT

There was no public comment. There were five members of the real estate tax collector group, and one member of the news media present.

Review of Minutes

The November 16, 2016 Finance Committee meeting minutes were accepted.

INFORMATION/ DISCUSSION/ACTION ITEMS

Setting Real Estate Tax Collector Compensation – The real estate tax collector group is asking for an increase in compensation from \$619,710 for the current four-year cost to \$708,240 for the 7/1/2018 through 6/30/2022 election cycle. The requested increase equates to approximately a 5.4% increase per year. The Board must take action to set the compensation for the next four-year election cycle by February 15th, 2017.

The committee had an open dialogue with representatives of the real estate tax collector group who were helpful answering questions concerning job duties, office hours, and past rates of pay. The tax collector group is also pursuing a pay increase as well from county and municipal sources.

The committee directed administration to provide the school board with a summary of compensation levels for other county school districts and to provide school board members with scenarios for various percent increases. The committee also directed administration to place the tax collector compensation item on the school board agenda for January 10th, 2017 for discussion.

Review of Financial Information Items - The treasurer's, capital, and fund balances monthly financial reports were reviewed for the month of November. The treasurer's report was modified slightly to include the dates that accounts payable checks were printed. The all funds report shows a change in the assigned fund balance. The district ended the 2015-16 year with a positive budget variance of approximately \$9.3M. The Finance Committee discussed using half of that amount to

fund future year budgets to help minimize taxes. We met with the district audit firm who suggested we may want to assign half of the \$9.3M positive budget variance to help document the purpose of the fund balance in future budget and future audit reports. This action does not prevent the Board from changing the designation of these funds in the future.

Budget Outlook - Administration reviewed the status of the 2017-18 budget process. During the second week in December the state pension board of trustees for PSERS recommended an employer contribution rate increase from the original number of 32.04% of gross payroll to 34.57%. This will increase district expenses by approximately \$825,000 of which 50% will be reimbursed by the state. Future year projection show contribution rates increasing to 36.4%.

At the end of the November Finance Committee meeting, administration was asked to prepare a budget scenario that included a reduction in the real estate tax millage rate from 124.1 to 123.1 mills. One mill of real estate taxes brings in approximately \$1.8M in revenue.

Administration adjusted some assumption from the November meeting to the December meeting as there seems to be a greater sense that local tax revenues continue to improve. Real estate assessed values for 2017-18 were increased as well as the projected real estate collection rate which helped to minimize a potential revenue loss of \$1.8M down to about \$1.1M.

Various charts for real estate assessed values, earned income taxes, real estate transfer taxes, and interim real estate taxes were reviewed to show the history of percent changes in revenue and associated volatility.

More aggressive assumptions for earned income taxes, real estate transfer taxes, and interim real estate taxes were used based on the latest revenue trends and projections. The change in projections yielded an increase in local tax revenue of approximately \$650,000 after accounting for a one mill reduction in real estate taxes.

The committee asked administration to provide a five-year history of real estate tax collections, and to project the general fund budget out for five years with a frozen millage rate and with a one mill reduction.

State Construction Reimbursement (PLANCON) - Administration reviewed the state reimbursement process for school construction and renovations. The district's construction expense reimbursement was held up for several years by a lack of funding in the state budget. Most of the held up reimbursements were for the CB East high school project. After several years of not funding school construction, the state decided to borrow \$350M to reimburse districts state-wide for back subsidies owed to them. CBSD will receive approximately \$5.9M for some subsidies that date back to the 2008-09 fiscal year through 2015-16.

Salary Review - A five-year history of staffing was reviewed with the committee to show trends by employment category. A report was also review that showed the current year budget, projected actual expenses, and the budgeted 2017-18 salary expenses as of November 30th to give the committee a better sense of how the state accounting system for salaries works and the amount of money budgeted in each category.

The committee asked administration to expand the five-year staffing history to seven years for review at the next committee meeting.

Chalfont Borough Local Economic Revitalization Tax Assistance (LERTA) – The solicitor developed a draft resolution for the committee to review that provides a framework for supporting the Chalfont LERTA initiative to bring in more business development to the community. The LERTA agreement would limit real estate assessment growth in the LERTA zone for five years.

The committee asked what would happen to tax collections if a business was built on a vacant lot? Administration will follow up with the solicitor for the answer. *Post meeting note: The solicitor noted that the district would receive the taxes appropriate for a vacant lot for the five year LERTA period. The school district would start to receive the full land and building assessed value and associated real estate taxes upon expiration of the LERTA term (five-year period).*

The committee directed administration to work with the solicitor and Chalfont Borough to take the next step in the process of aligning legal documents for the borough, school district, and the county before placing the item on the school board agenda for discussion.

Food Service Freezer – The committee asked why the freezer project was put on hold/canceled. The general manager for the district food service provider, Aramark, was promoted with the new general manager transitioning to CBSD in November. Administration asked the new general manager if it would be possible to operate successfully without a new freezer. After some investigation, it was determined that more frequent frozen commodity deliveries could be arranged to help minimize freezer overcrowding and facilitate stock rotation. Also with the green initiative, the new manager wanted to evaluate existing kitchen equipment to see if there is enough dishwasher capacity to process reusable plates and bowls within the daily lunch period time constraints and possibly use the freezer budget allocation for other kitchen equipment.

The committee asked administration to report back with any higher supply costs associated with the improper handling of reusable materials by students. The committee also asked for a report of reduced usage of foam products as a result of substituting reusable products.

ADJOURNMENT

The meeting adjourned at 8:00p.m.

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

Central Bucks School District

Finance Committee

Board Room of the Education Services Center – 16 Welden Drive
Tuesday December 13th 2016, 6:00pm Projected time – 1 Hours and 30 Minutes

Glenn Schloeffel, Chairperson
Beth Darcy, Member
Dave Matyas, Business Administrator

Paul Faulkner, Member
Jerel Wohl, Member
Susan Vincent, Director of Finance

Agenda

	Chairperson	Start Time
1) Call to Order	Chairperson	
2) Public Comment	Chairperson	
3) Approval of Prior Meeting Minutes	Chairperson/Committee	Pages 1 - 2
4) Information / Discussion / Action Items		
a. Review of Finance Information Items	5 minutes Dave Matyas	Pages 5 - 6
b. 2017-18 Budget Update	20 minutes Dave Matyas	Pages 7- 19
c. PLANCON Delayed State Construction Reimbursement Review	10 minutes Dave Matyas	Pages 20 - 23
d. Full Time Equivalency (FTE) Review	10 minutes Dave Matyas	Page 24
e. Budget Line Item Review of Salaries	20 minutes Dave Matyas	Pages 25 - 29
f. * Tax Collector Compensation – Any Follow Up Discussion	5 minutes Dave Matyas	Discussion
g. Review of Draft CBSD Resolution for Chalfont Borough LERTA	10 minutes Dave Matyas	Pages 30 - 38
h. Food Service Freezer	5 minutes Dave Matyas	Pages 39 - 41
5) Adjournment	Chairperson	End Time
6) Next Meeting Date: ???		

Information Items

* Treasurers Report	Pages 42 - 46
* Investment Report	Pages 47 - 51
Other Funds Report	Page 52
Payroll Expense Projections	Page 53
Benefit Expense Projections	Page 54
Tax Collection Projections	Page 55

* 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 Minutes
November 16, 2016

Committee Members Present

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

Dave Matyas, Business Administrator
Susan Vincent, Director of Finance

Other Board Members and Administrators Present

Sharon Collopy

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

Committee Members Absent

None

The Finance Committee meeting was called to order at 7:55 p.m. by Jerel Wohl, Chairperson

PUBLIC COMMENT

There was no public comment. There were four members of the real estate tax collector group, one other member of the public, and two members of the news media present.

Review of Minutes

The October 19, 2016 Finance Committee meeting minutes were accepted.

INFORMATION/ DISCUSSION/ACTION ITEMS

Setting Real Estate Tax Collector Compensation –

- Administration reviewed the proposals the real estate tax collectors provided at the October meeting as well as reviewed a spreadsheet that allows for what-if calculations at various percent increases.
- The Board must take action to set the compensation for the next four-year election cycle by February 15th, 2017
- The committee directed administration to send the tax collector proposal, survey of what other Bucks County Districts pay, and the what-if spreadsheet analysis to each School Board member.

Budget Outlook - Administration reviewed the status of the budget process. For the 2015–16 fiscal year, the district had a positive fund balance of \$9.3M consisting of revenues of \$3.8M that exceeded the budgeted amount and expenses of \$5.4M that were below the budgeted amount.

50% of the 2015–16 surplus of \$9.3M will be used to help defray taxes in the 2017-18 through 2019-20 fiscal years. The remaining 50% will be transferred to the long-term capital projects fund. It is important to note that any budget surplus moved into the capital projects fund, can still be utilized to defer future general fund tax increases by transferring the funds back into the general fund account. The unassigned general fund balance at the end of the 2015-16 fiscal year is \$18.6M.

A projection of the 2016–17 fiscal year shows a projected budget surplus of \$6.5M consisting of revenues of \$4.4M that are projected to exceed the budgeted amount and expenses of \$2.1M that are projected to be below budgeted amounts. State revenues were budgeted conservatively in response to the very late 2015–16 state budget process as well as the 2016-17 state budget process that lasted into the summer. Some economic indicators and trends developed by the state Independent Fiscal Office and the Federal Bureau of Economic Analysis were reviewed.

For 2017–18, the initial budget look has revenues and expenses in balance at \$328 million with no increase in real estate taxes proposed.

Discussion on budget development took place with the committee asking for information on staff growth in relationship to Student enrollment. The committee also requested administration prepare a budget scenario to reduce real estate taxes by one mill with a corresponding reduction in expenses to maintain a balanced budget.

Silo Hill Property Appraisal – Administration shared that an appraisal on the property is still being developed.

Spiers Assessment Appeal – The committee briefly discussed the homeowner appeal and recommended administration hire an appraiser to analyze the property value.

Chalfont Borough Local Economic Revitalization Tax Assistance (LERTA) – The borough of Chalfont is proposing the creation of an economic redevelopment zone for a five-year period. The proposal would freeze county, municipal, and school district real estate assessed values for five years to encourage commercial property development in selected areas of the borough.

The school district would not see a tax reduction as a result of the proposal. After five years, the school district could see a boost in tax revenue if significant development occurs.

Chalfont Borough, the county, and the school district all need to agree on the proposal to move the project forward.

The committee directed administration to work with the solicitor to lay out a plan of action needed to implement the proposal.

ADJOURNMENT

The meeting adjourned at 9:45p.m.

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

December 13, 2016 Finance Committee Meeting

December 13, 2016

Review of Finance Information Items

December 13, 2016

November Treasurer's Report Format

Finance Committee Agenda Page Number 44

The Central Bucks School District
 General Fund
 Treasurer's Report Continued
 11/30/2016

Total Beginning Cash Balance and Receipts (from previous page)		\$38,089,448.38
Disbursements		
* Checks (see detail below)		\$2,567,186.00
Electronic Payments:		
Debt Service Payments	2,031,596.89	
MBIT Operations Payments	985,795.50	
Employee Payroll Taxes/WH	2,908,321.55	
Employer Payroll Taxes	970,150.50	
Settlement-Legal(R/E Tax Appeal)	1,079,441.69	
PSERS Retire	959,304.19	
403B/457PMT	366,955.84	
Health Benefit Payments	2,529,339.67	
Transfer to Other Funds	<u>2,080.00</u>	
Electronic Payments Total:		\$11,832,985.83
Transfer to Payroll		\$8,423,589.19
Total Disbursements		\$22,823,761.02
Ending Cash Balance	11/30/2016	\$15,265,687.36

* **Check Detail:** Check Registers provided for Board Approvals

11/01/2016 Check Run- Board Approved 11/07/2016	\$934,909.55
11/15/2016 Check Run- Board to Approve 12/05/2016	\$892,892.74
11/29/2016 Check Run- Board to Approve 12/05/2016	\$1,140,716.93
11/30/2016 Check Run- Board to Approve 01/10/2016	<u>\$89,272.03</u>
Total Check Runs-	\$3,057,791.25
Less Voided Checks	<u>(\$8,343.00)</u>
November Check Disbursements	\$3,049,448.25
Add Prior Month A/P Funded This Month	\$1,037,920.59
Less This Month A/P To Be Funded Next Month	<u>\$1,520,182.84</u>
Checks Funded This Month	\$2,567,186.00

November All Funds Report

Finance Committee Agenda Page Number 52

Summary of Capital Reserve Account Activity & Fund Balance Status

Fund 3 - Summary of Capital Reserve Account Commitments & Balances

	Beginning Balance 7/1/2016	Transfers from General Fund	Interest Earnings	Expenditures	Commitments	Balance 11/30/2016	Target Amount	% of Target	Comments
Short term Capital	\$299,754.19	\$12,000,000.00	\$9,422.03	\$9,914,814.70	\$1,298,160.50	\$1,096,201.02			
Café Equipment Capital	\$709,952.00		\$1,600.44	\$18,340.44		\$693,212.00			
Technology	\$599.00	\$2,086,639.00	\$655.28	\$1,869,201.46	\$130,270.16	\$88,421.66			
Transportation	\$639,347.00	\$1,000,000.00	\$2,841.00	\$487,932.00	\$716,421.00	\$437,635.00			
Long Term Capital	\$16,037,834.41		\$30,548.59			\$16,068,383.00	\$42,000,000.00	38%	
Totals	\$17,687,486.60	\$16,086,639.00	\$44,867.34	\$12,290,288.60	\$2,144,851.66	\$18,383,852.68	\$42,000,000.00	38%	

Capital Reserve Account Expenditure Detail:

	Short Term Capital	Technology	Comments
Unami	\$849,631.95	* \$1,578,246.50 of the total expenditures occurred in 15-16 and was temporarily funded from Long Term Capital	
Holicong	\$3,933,745.64		
Misc. Projects	\$5,131,437.11		
Total	\$9,914,814.70		

Fund 4 - Debt Service Fund Balance Projections

	Beginning Balance 7/1/2016	Transfers from General Fund	Interest Earnings	Expenditures	Commitments	Balance	Target Amount	% of Target	Comments
Debt Service	\$19,655,650.00		\$92,869.00			\$19,748,519.00	\$30,000,000.00		No future transfers budgeted for the debt service fund. Additional \$10.3M needed for the potential \$30M debt defeasance is available in the general fund balance from the following sources: 1. OPEB Reserve of \$9.3M, considered unnecessary by the auditors. 2. \$1M of the 2015-16 positive budget variance is available.

Fund Balances: Non-spendable, Unassigned & Assigned - General Fund 1

	Fund Balance 7/01/2016	
Unassigned:	\$ 13,987,692.00	4.4% of 16-17 Budget
Assigned:		
Budgetary Reserve	\$ 4,639,065.00	From 15-16
Post Employment Reserve	\$ 9,346,223.00	as noted above - could use for debt defeasance
Health Care Reserve	\$ 2,518,369.00	
Total Assigned:	\$ 16,503,657.00	
Non-spendable	\$ 4,521,870.00	Prepaid Healthcare exp with Bucks Montco consortium
TOTAL FUND BALANCE	\$ 35,023,119.00	

Half of the 2015-16 positive variance

Fund Balance Food Service - Fund 5

	Fund Balance 7/01/2016
Unassigned:	\$ 991,296.27

M.Rziccardi, Finance, CapitalProjectsSV

Budget Update 2017-18

December 13, 2016 Finance Committee Meeting

Summary of Expense Changes for 2017-18

- PSERS

	as of	10/31/16	12/13/16
◆ Official rate announced 12/08/2016		32.04%	32.57%

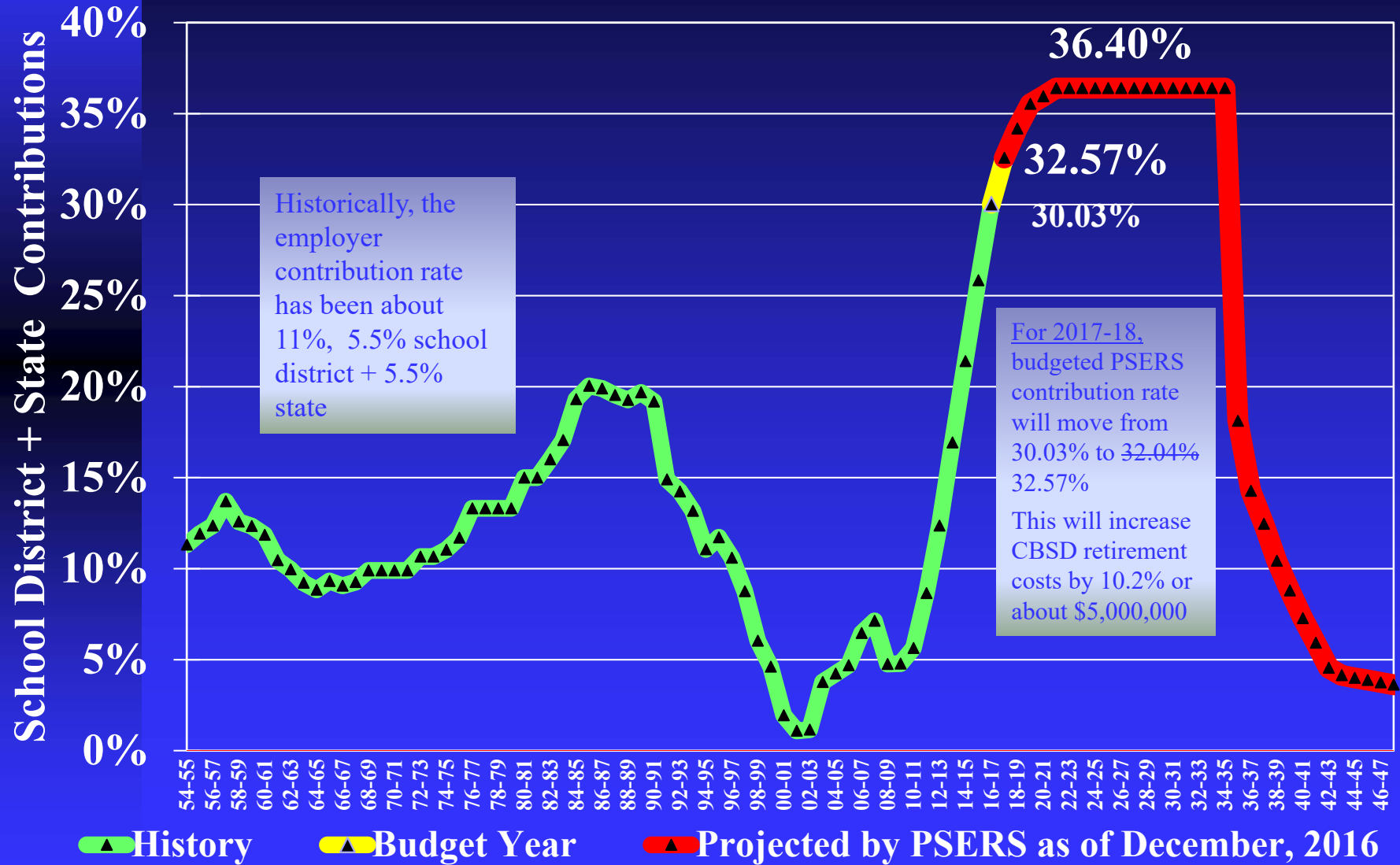
- Budget impact: increase expenses by \$825,000 over the projected \$4.6M from the November committee update.

- The additional expenses will be offset by approximately 50% by PSERS reimbursement from the state.

- Future year employer expenses are also increasing as a result of lower than budgeted PSERS return on investments during 2015-16.

- The PSERS rate plateau has shifted upward from 34% to 36%

Pennsylvania School Employees Retirement System (PSERS) Employer Retirement Contributions - 100 Year Term



Looking at Revenues for 2017-18

December 13, 2016

Exploring a Real Estate Millage Reduction

- One mill of real estate taxes brings in about \$1,785,00 of revenue
- To offset the decrease of real estate tax revenue associated with a one mill reduction we looked at:
 - ◆ New county real estate assessed value report
 - ◆ Earned income taxes to see if there is room for additional budgetary growth
 - ◆ Interim real estate taxes to see if there is room for additional budgetary growth
 - ◆ Real estate transfer taxes to see if there is any room for additional budgetary growth

Summary of Anticipated Revenues for 2017-18

■ Local revenue	as of	10/31/16	12/13/16
◆ Real estate taxes via assessment growth and millage reduction to 123.1		.85%	-.5%
◆ Interim Real Estate Taxes increase via housing growth		1.5%	8.4%
◆ Earned income taxes increase via wage and employment growth		2.3%	.3%
◆ Real estate transfer taxes via real estate sales (12% increase over new projected actuals for 2016-17)		2.0%	27.6%
■ State revenues			
◆ Basic instructional subsidy increase		2.0%	2.0%
◆ Special education subsidy		.5%	.5%
◆ Transportation subsidies increase		.5%	.5%
■ Federal revenues			
◆ are expected to decrease (need to watch with new federal administration)		-2.0%	-2.0

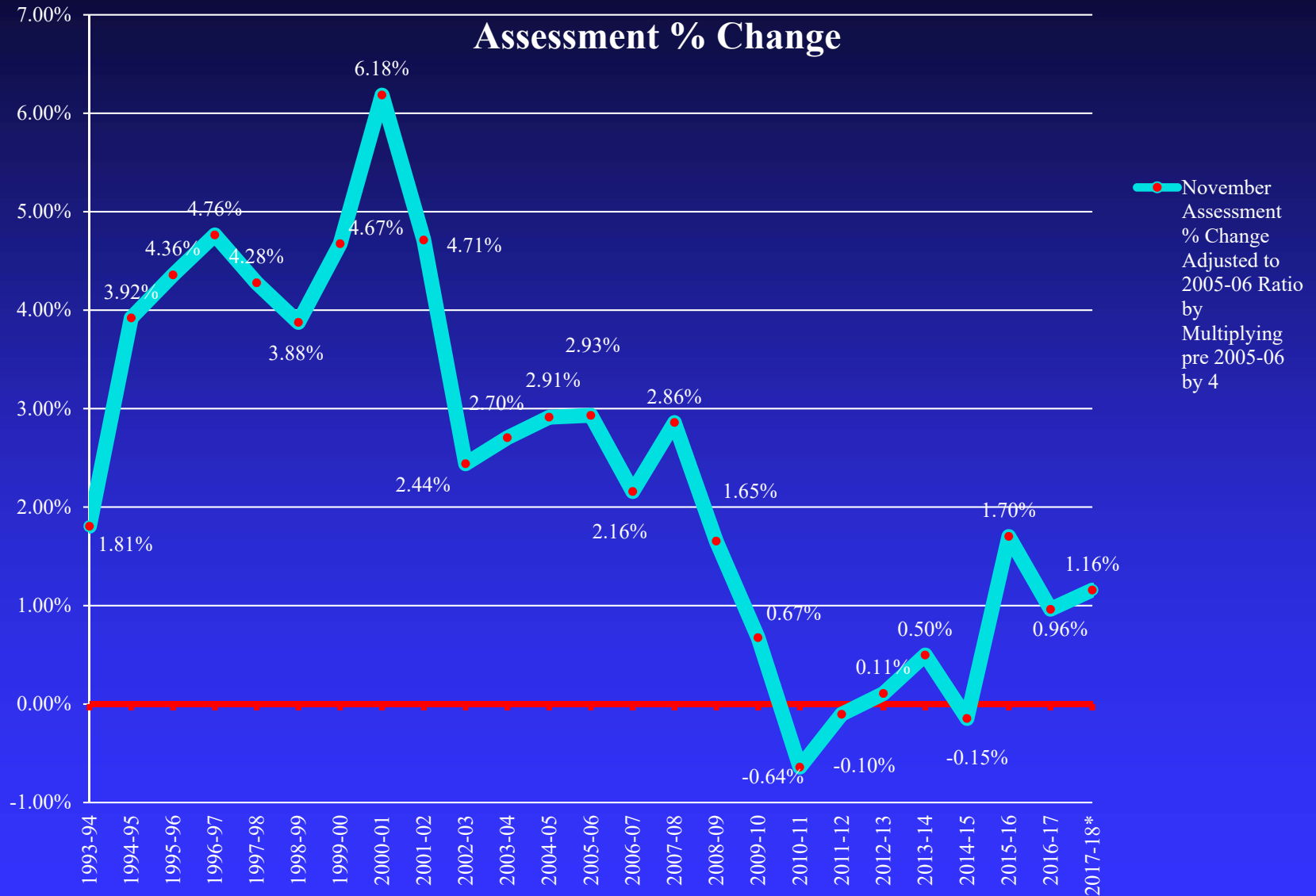
Real Estate Taxes

	November Finance Committee	December Finance Committee
Real Estate Tax Calculation Change		
County Assessment Report	1,819,152,800	1,819,152,800
Projected Growth in Assessed Value Thru June 30th	9,065,463	9,095,764
Projected Assessed Value for July 1, 2017 Tax Bills	1,828,218,263	1,828,248,564
Millage Rate (a)	124.1	123.1
Gross Real Estate Tax Revenue	226,881,886	225,057,398
Less Estimated State Gambling Discount (b)	6,000,000	6,000,000
Net Tax Levy	220,881,886	219,057,398
Estimated Tax Collection Rate	97.2%	97.5%
Budgeted Collectable Taxes (c)	\$214,746,229	\$213,656,021
		Value of 1 mill (b+c)/a = \$1,784,371
November to December real estate tax budget difference due to a one mill reduction, adding additional assessed value, and adjusting the estimated collection rate up slightly.	-\$1,090,208	

2017-18 Revenues as of 12-13-2016

History of Real Estate Assessed Values

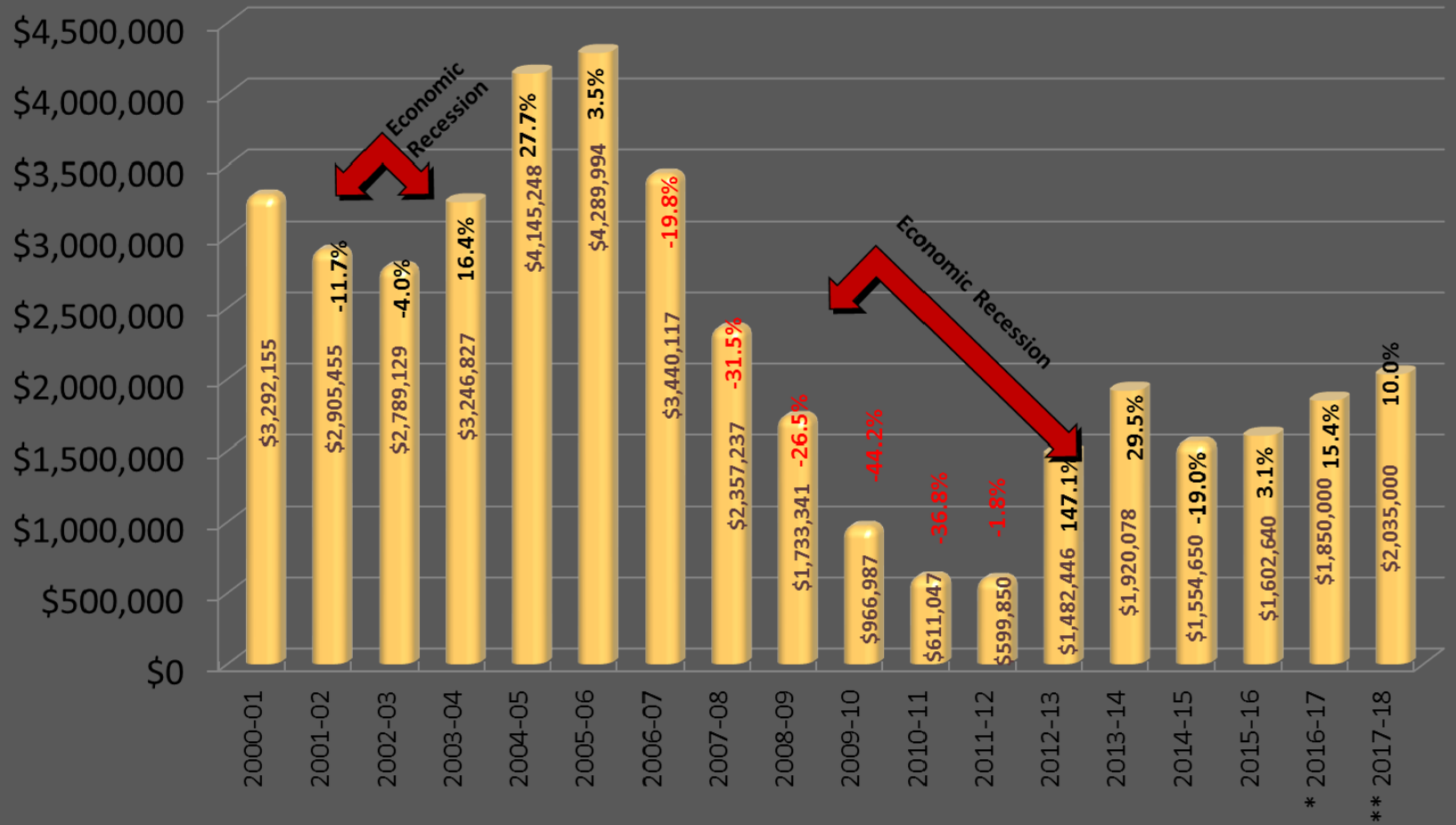
underlying taxable value of real estate property as determined by the County of Bucks



2017-18 Revenues as of 12-13-2016

History of Interim Real Estate Taxes

Tax bills sent out for new taxable properties, usually for less than 12 months of real estate taxes.
10.0% growth budgeted for 2017-18

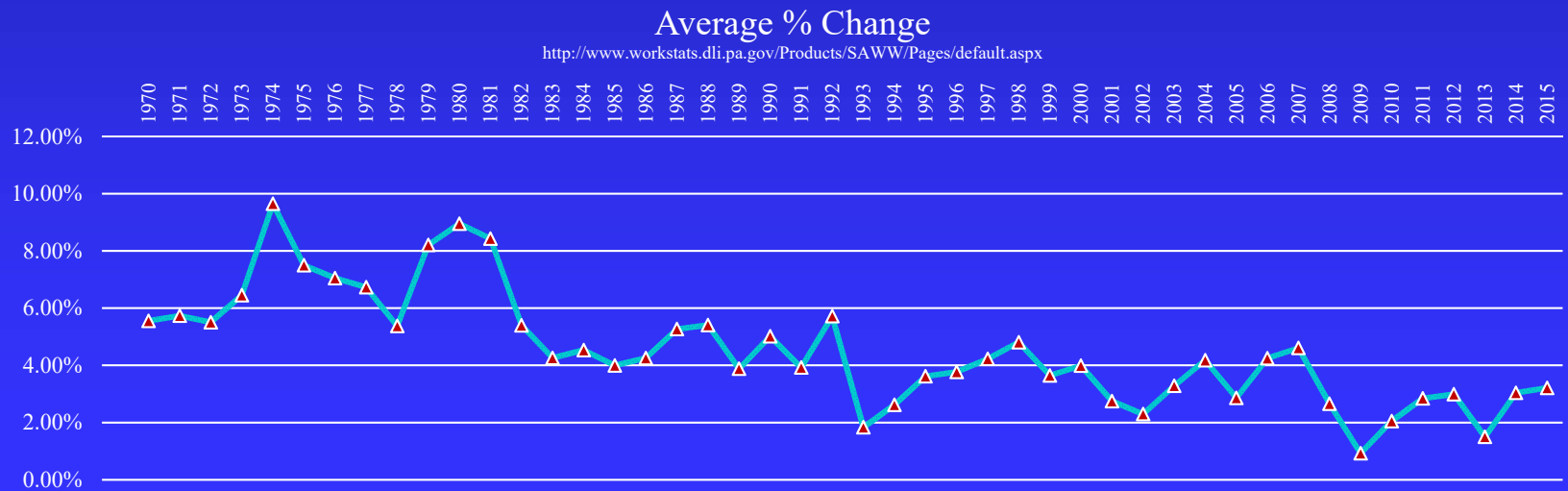


*Projected Total **Budget Total

State-wide, Wages have moved at an Average of 2.6% per year over the past 6 years.

PA Department of Labor and Industry
 Revised August 19, 2016

Calendar Year	Average Weekly Wage % Change
2010	2.05%
2011	2.84%
2012	2.99%
2013	1.50%
2014	3.04%
2015	3.21%

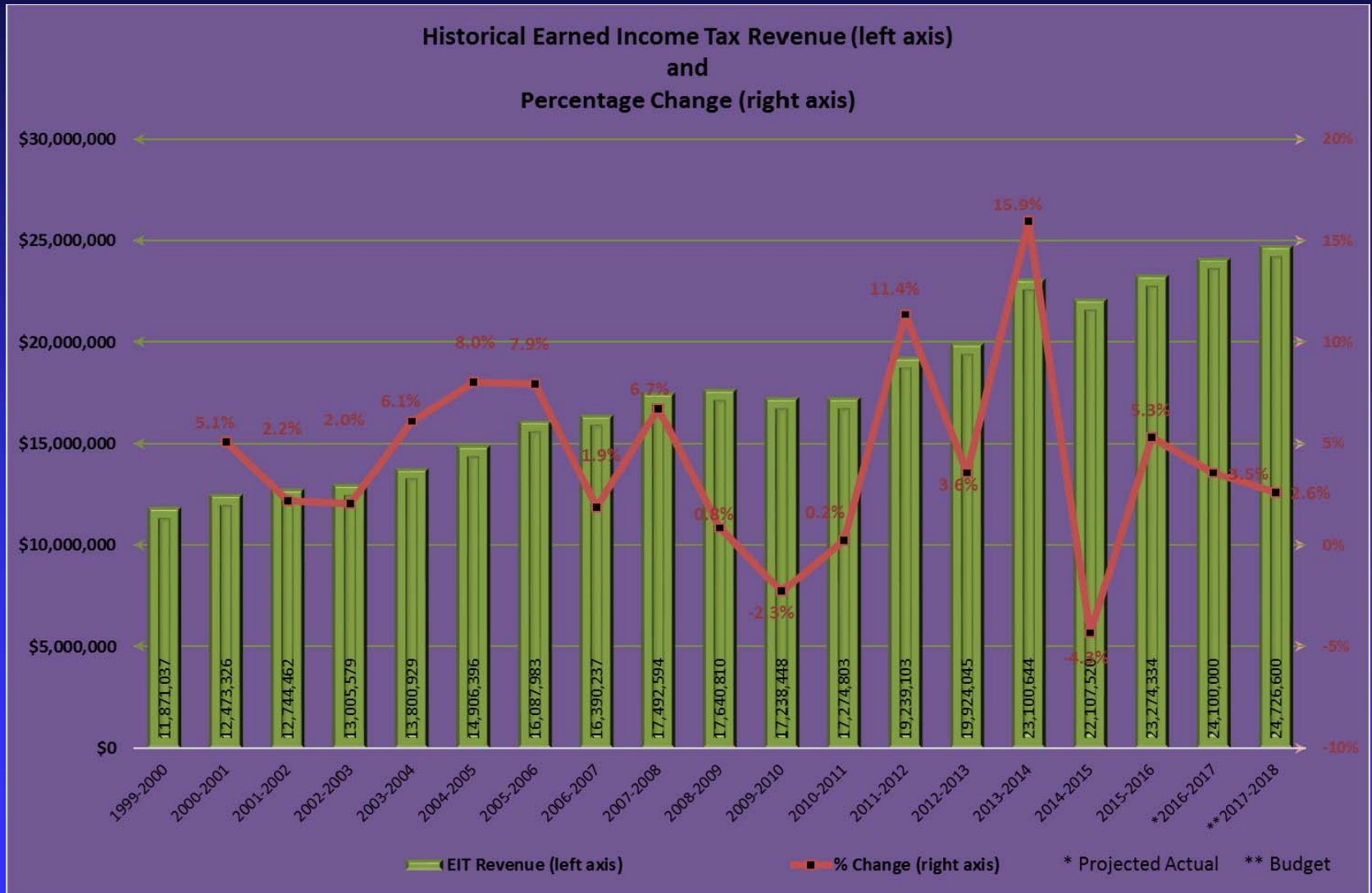


2017-18 Revenues as of 12-13-2016

Earned Income Taxes

1% wage tax. = .5% to Schools & .5% to Municipalities

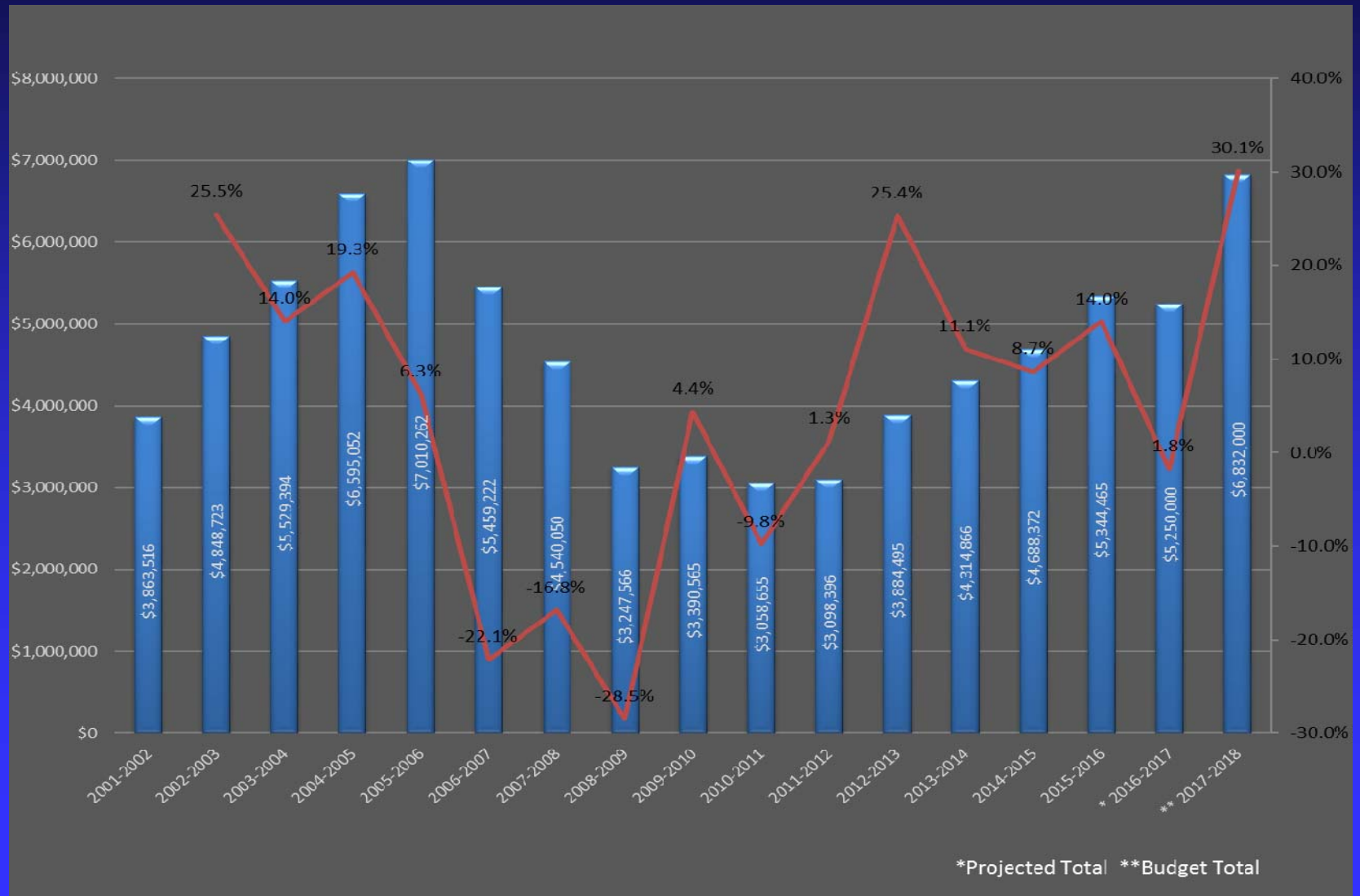
2.6% growth budgeted for 2017-18



2017-18 Revenues as of 12-13-2016

Real Estate Transfer Taxes

2% tax on the sale of property = .5% to Schools & .5% to Municipalities & 1.0% to state
 30% growth budgeted for 2017-18



Change in Revenue from November Finance Committee

■ Local revenue	as of	10/31/16	12/13/16
◆ Real estate taxes via assessment growth and millage reduction to 123.1		\$214,705,324	\$213,656,021
◆ Interim Real Estate Taxes increase via housing growth		\$1,877,750	\$2,035,000
◆ Earned income taxes increase via wage and employment growth		\$24,654,300	\$24,726,600
◆ <u>Real estate transfer taxes via real estate sales</u>		\$5,355,000	\$6,832,000
◆ Net Increase in Revenues allowing for 1 mill tax cut		\$246,592,374	\$247,249,621
Growth =			\$657,247
■ State revenues: no change to assumptions			
◆ Basic instructional subsidy increase		2.0%	2.0%
◆ Special education subsidy		.5%	.5%
◆ Transportation subsidies increase		.5%	.5%
■ Federal revenues: no change to assumptions			
◆ are expected to decrease (need to watch with new federal administration)		-2.0%	-2.0

PLANCON State Reimbursement

- For several years the state has balanced their budget on the backs of school districts
 - ◆ Subsidy cuts
 - ◆ Delayed subsidy payments
 - ◆ Hold on construction reimbursement
 - ◆ Slow pay of social security reimbursements, etc., etc.

PLANCON Reimbursement continued

- The state issued a bond of \$350M to pay back what they owe districts for past construction costs.

- CBSD Mainly for the CB East Project
 - ◆ 2008-09 thru 2010-11 \$3,045,675
 - ◆ 2011-12 thru 2014-15 \$1,662,874
 - ◆ 2015-16 \$1,193,228
 - ◆ Total CBSD reimbursement \$5,901,777

- This will add to our positive 2016-17 budget variance

PLANCON Reimbursement continued

- Since the 5.9M is one-time money from the state, we should probably transfer the funds into a capital account at some point.
- We can wait to make the transfer until we see the results of our technology strategic plan and our building feasibility study.
- Then, we might have a better idea of what capital areas the PLANCON reimbursement could help fund.
- Concerns:
 - ◆ Will there be future construction reimbursements?

PLANCON Reimbursement continued

- We still need to work on our estimated state reimbursement of construction expenses for the 2016-17 projected actual.
- Also need to work on 2017-18 through 2021-22 forecast for construction reimbursement as well.

Payroll Full Time Equivalency (FTE) Review

Description	Payroll Employee Count					5 Year Change	5 Year % Change
	10/1/12	10/1/13	10/1/14	10/1/15	10/1/16		
Administrator	96	96	98	102	104	8	8.3%
Teacher	1,192	1,195	1,187	1,162	1,270	78	6.5%
Long-term Sub Teacher	90	82	87	130	28	(62)	-68.9%
12 Month Support_nonfacility	81	81	79	80	88	7	8.6%
Confidential Secretary	6	7	7	6	10	4	66.7%
10 Month Support Staff	469	480	487	485	496	27	5.8%
Ea + Title 1/Basic Sk/Com Schl	23	15	19	27	24	1	4.3%
Ea's Transportation	29	30	27	31	27	(2)	-6.9%
Title I/Basic Skls Assistants	52	49	49	51	49	(3)	-5.8%
Ttl1/Basic Skls + Ea Or Comm S	40	35	30	34	35	(5)	-12.5%
Maint/Custodial	176	178	175	184	182	6	3.4%
Transportation	95	88	98	94	101	6	6.3%
Transp.12month	10	11	10	11	10	-	0.0%
Perm_cert - Per Diem Subs	128	125	99	95	61	(67)	-52.3%
Emerg_cert - Per Diem Subs	15	16	14	12	14	(1)	-6.7%
Assigned PER DIEM SUBS	15	11	13	13	18	3	20.0%
Homebound Instructor	-	-	-	1	-	-	0.0%
Building/District Subs	-	-	-	-	-	-	0.0%
Comm_sch_cc	114	113	116	115	123	9	7.9%
Community School-other	-	1	1	-	-	-	0.0%
Aquatics-commschool	13	14	12	14	15	2	15.4%
Sub Ed Asst	9	10	13	9	12	3	33.3%
Student Swim	17	19	17	13	14	(3)	-17.6%
Sub Custodial	4	2	3	3	2	(2)	-50.0%
Sub Driver - Transportation	35	42	37	43	38	3	8.6%
Sub Nurse	6	6	4	-	4	(2)	-33.3%
Daily Sub Secretarial	-	-	-	-	-	-	0.0%
Pre-term Dept	4	4	9	10	6	2	50.0%
Extra Duty Responsibility	-	1	2	-	-	-	0.0%
Tax Collector	3	3	3	1	3	-	0.0%
	2,722	2,714	2,696	2,726	2,734	12	0.4%
Student Enrollment	19,856	19,566	19,090	18,728	18,390	(1,466)	-7.4%
Percentage Change per year		-1.46%	-2.43%	-1.90%	-1.80%		

Budget Line Item Review of Salaries

Payroll Budget - Object Description by Function

	Object	2016-17 Budget	2016-17 Projected Actual	1718 Budget
1000 Function:				
1100 Regular Instruction	121 Professional - Educational Salaries - Teachers	78,646,931	78,446,931	81,046,892
1100 Regular Instruction	122 Professional - Educational Salaries - Substitutes	912,105	912,105	921,226
1100 Regular Instruction	131 EDRs - Mdl Schl Team Leaders	24,125	24,125	24,791
1100 Regular Instruction	171 Driver costs for Fld Trips	76,670	76,670	78,970
1100 Regular Instruction	191 Instructional Assistant Salaries - Eas	2,857,461	2,735,541	2,872,318
Classroom Instructional Services - Regular Education	1100 Total	82,517,292	82,195,372	84,944,197
1200 Special Education Instruction	121 Professional - Educational Salaries - Teachers	16,250,431	16,250,431	16,721,693
1200 Special Education Instruction	122 Professional - Educational Salaries - Substitutes	109,927	109,927	111,026
1200 Special Education Instruction	151 Office/Clerical Salaries - Regular	43,000	28,000	28,899
1200 Special Education Instruction	191 Instructional Assistant Salaries - PCAs	5,931,408	6,000,000	6,300,000
1200 Special Education Instruction	192 Instructional Assistant Salaries - Sub PCAs	80,000	80,000	81,600
Classroom Instructional Services -Special Education	1200 Total	22,414,766	22,468,358	23,243,219
1400 Other Instructional Programs	121 Professional - Educational Salaries - Teachers	459,000	529,000	544,341
1400 Other Instructional Programs	122 Professional - Educational Salaries - Substitutes	98,310	98,310	99,293
Court Placed Students; Wards of State; Homebound Instruction; English Language Learners	1400 Total	557,310	627,310	643,634
	Total 1000 Function	105,489,368	105,291,040	108,831,050

Budget Line Item Review of Salaries continued

Payroll Budget - Object Description by Function

	Object	2016-17 Budget	2016-17 Projected Actual	1718 Budget
2000 Function:				
2100 Pupil Personnel Services	111 Administrative Salaries: 1 Director ; 2 Supervisors - Stdnt Svcs	546,684	546,684	561,991
2100 Pupil Personnel Services	121 Professional - Educational Salaries - Teachers	6,817,297	6,817,297	7,014,999
2100 Pupil Personnel Services	151 Office/Clerical Salaries - Regular	787,039	787,039	812,303
Guidance, Psychology; Speech Services	2100 Total	8,151,020	8,151,020	8,389,293
2200 Instructional Support Services	111 Administrative Salaries - Program Directors; Technology Admin	1,945,277	1,985,277	2,040,865
2200 Instructional Support Services	121 Professional Salaries: Librarians; Mentors; Curr Supervisors	3,019,408	2,970,830	3,056,949
2200 Instructional Support Services	141 Technical Salaries - Bldg Techs	669,269	805,000	837,200
2200 Instructional Support Services	151 Office/Clerical Salaries - Regular	314,488	314,488	324,583
2200 Instructional Support Services	191 Instructional Assistant Salaries - Library/Office Assts.	358,348	358,348	376,265
Curriculum & Staff Develop., Curric. Tech.; Curric. Supervisors; Spec Ed Supervisors; Coordinators; Mentors; Bldg Techs; Librarians	2200 Total	6,306,790	6,433,943	6,635,862
2300 Administrative Services	111 Superintendents Salaries, HR Director, Principals	6,190,325	6,307,675	6,534,290
2300 Administrative Services	141 Tax Collectors	168,500	168,500	174,398
2300 Administrative Services	151 Superintendent/HR Office Confidential & Clerical Salaries	1,895,349	1,995,349	2,059,400
District & School Administration: Superintendents, HR Director, Administrators & Suppt	2300 Total	8,254,174	8,471,524	8,768,087

Budget Line Item Review of Salaries continued

Payroll Budget - Object Description by Function

	Object	2016-17 Budget	2016-17 Projected Actual	1718 Budget
2000 Function Continued:				
2400 Pupil Health	121 Professional - Educational Salaries - Nurses	1,427,341	1,511,341	1,555,170
2400 Pupil Health	141 Technical Salaries - Staff Nurses	946,558	1,062,558	1,099,748
	Nurse & Staff Nurse Services	2400 Total	2,573,899	2,654,917
2500 Business Services	111 Bus. Admin; Dir Finance; Acct Supervisor; Sr Acct; 3 Staff Acct	915,429	915,429	941,061
2500 Business Services	151 Office/Clerical Salaries - A/P; Payroll; Food Servc; Misc Acct.	190,456	190,456	196,570
	Business Office Staff	2500 Total	1,105,885	1,137,631
2600 Operation and Maintenance of Plant Services	111 Official/Administrative Salaries-Director;Asst Director; ProjMgrs;OfficeMgr	991,279	991,279	1,019,035
2600 Operation and Maintenance of Plant Services	131 Safety and Security	209,120	213,120	219,002
2600 Operation and Maintenance of Plant Services	151 Office/Clerical Salaries - Regular	104,133	104,133	107,257
2600 Operation and Maintenance of Plant Services	161 Mechanics	1,618,199	1,694,199	1,743,670
2600 Operation and Maintenance of Plant Services	181 Custodians	6,911,229	6,911,229	7,049,454
2600 Operation and Maintenance of Plant Services	182 Sub Custodians	100,000	120,000	122,400
2600 Operation and Maintenance of Plant Services	183 Cost offset for facility use expenses	(524,700)	(524,700)	(529,947)
	Facilities Staff Services	2600 Total	9,409,260	9,730,870

Budget Line Item Review of Salaries continued

Payroll Budget - Object Description by Function

	Object	2016-17 Budget	2016-17 Projected Actual	1718 Budget
2000 Function Continued:				
2700 Student Transportation Services	111 Official/Administrative Salaries - Regular	205,131	265,131	272,555
2700 Student Transportation Services	141 Dispatchers	365,623	370,973	383,957
2700 Student Transportation Services	151 Office/Clerical Salaries - Regular	83,650	80,200	82,774
2700 Student Transportation Services	161 Mechanics	365,000	380,000	391,096
2700 Student Transportation Services	171 Drivers	3,564,398	3,379,900	3,481,297
	172 Sub Drivers	825,000	825,000	845,613
	Transportation Staff Services	2700 Total	5,408,802	5,301,204
2800 Central & Other Support Services	111 Administrators - IT: Network specialist,	797,935	698,000	717,544
2800 Central & Other Support Services	141 Print Shop; IT	106,209	149,700	154,940
2800 Central & Other Support Services	151 Office/Clerical Salaries - Regular	-	19,100	19,713
	Central Support Services - Primarily IT	2800 Total	904,144	866,800
		Total 2000 Function	41,913,974	42,413,535
				43,666,149

Budget Line Item Review of Salaries continued

Payroll Budget - Object Description by Function

	Object	2016-17 Budget	2016-17 Projected Actual	1718 Budget
3000 Function:				
3200 Student Activities	111 Athletic Directors	285,213	265,000	272,420
3200 Student Activities	131 EDRS	1,517,959	1,598,960	1,646,929
3200 Student Activities	151 Athletic Office Clerical	86,003	110,516	114,064
3200 Student Activities	171 Transportation Exps	125,000	125,000	128,750
Athletic Directors, Clerical Staff, EDRs, Bus Drivers		3200 Total	2,014,175	2,099,476
3300 Community Services	111 Community School: Program Director, Asst Director	221,500	142,000	145,976
3300 Community Services	121 School Age Child Care Instructors	825,000	895,000	920,955
3300 Community Services	141 Aquatics Supervisors; Head Coach	141,000	145,000	150,075
3300 Community Services	151 Office/Clerical Salaries - Regular	177,000	148,000	152,751
3300 Community Services	191 School Age Child Care Eas	732,000	766,500	804,825
Community School Directors and Support Staff Services		3300 Total	2,096,500	2,174,582
		Total 3000 Function	4,110,675	4,336,744
		Grand Total	151,514,017	151,900,551

Chalfont LERTA

Local Economic Revitalization Tax Assistance

- LERTA was created to assist local municipalities with economic development through real estate tax deferrals
- Chalfont is trying to promote business development within the borough
- Taxes can be deferred up to 10 years; Chalfont is requesting 5 years



ZONING MAP CHALFONT BOROUGH

BUCKS COUNTY, PENNSYLVANIA
SCALE = 1" = 1000'

ZONING ORDINANCE

	BC	BOROUGH COMMERCIAL		R-1	LOW DENSITY SUBURBAN RESIDENTIAL
	CC	CORRIDOR COMMERCIAL		R-2	VILLAGE RESIDENTIAL
	L-1	LIGHT INDUSTRIAL		R-3	PLANNED RESIDENTIAL
	VOC	VILLAGE OFFICE COMMERCIAL		R-4	SMALL LOT SINGLE-FAMILY RESIDENTIAL
	OS/P	OPEN SPACE / PARKLAND			HISTORICAL DISTRICT BOUNDARY LINE

NOTE: FOR CLARITY, FLOODWAY & FLOOD OVERLAY DISTRICTS ARE NOT SHOWN HEREIN. PLEASE REFER TO FLOOD INSURANCE RATE MAP, PREPARED BY FEMA (FEDERAL EMERGENCY MANAGEMENT AGENCY) FOR DELINEATION OF THESE AREAS.

Chalfont LERTA

Local Economic Revitalization Tax Assistance

- Chalfont would provide the district with a list of properties that apply for LERTA status.
- The LERTA would expire at the end of the designated term unless the Board agrees to extend it
- The county will account for the property tax deferrals and reestablish the taxes in the future
- Finance Committee Action: Contact Chalfont to ask them to prepare a draft ordinance for our solicitor to review and from which a School Board resolution could be developed?

ZONING ORDINANCE	
[Light Green Box]	L-1 LIGHT INDUSTRIAL
[Dark Green Box]	VOC VILLAGE OFFICE COMMERCIAL
[Light Blue Box]	OS/P OPEN SPACE / PARKLAND
[Yellow Box]	R-1 LOW DENSITY SUBURBAN RESIDENTIAL
[Blue Box]	R-2 VILLAGE RESIDENTIAL
[Light Green Box]	R-3 PLANNED RESIDENTIAL
[Orange Box]	R-4 SMALL LOT SINGLE-FAMILY RESIDENTIAL
[Dashed Line]	HISTORICAL DISTRICT BOUNDARY LINE

NOTE: FOR CLARITY, FLOODWAY & PRINCE OVERLAY DISTRICTS ARE NOT SHOWN HEREON. PLEASE REFER TO FLOOD INSURANCE RATE MAP, PREPARED BY FEMA (FEDERAL EMERGENCY MANAGEMENT AGENCY) FOR DELINEATION OF THESE AREAS.

WILLIAM J. CARLIN
1926-2004
S. RICHARD KLINGES, III
1932 - 2011

THOMAS J. PROFY, III
JOHN P. KOOPMAN
JEFFREY P. GARTON
THOMAS R. HECKER
JOSEPH S. BRITTON
DOUGLAS C. MALONEY
THOMAS J. PROFY, IV*†
FRANCIS X. DILLON
NATHAN D. FOX*
STEPHEN A. CORR*
JOHN A. TORRENTE*
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HAMILTON, NJ 08690
609.588.5599

December 5, 2016

VIA EMAIL

David Matyas, Business Administrator
Central Bucks School District
20 Welden Drive
Doylestown, PA 18901

Re: Chalfont Borough

Dear Mr. Matyas:

I reviewed the PowerPoint presented by Chalfont Borough, which said PowerPoint discusses the prospect of Chalfont Borough establishing a LERTA district. The Local Economic Revitalization Tax Assistance Act, also known as LERTA, is set forth at 72 P.S. §4722 et seq. The Act authorizes, but does not require, local taxing authorities to exempt new construction from additional taxes in areas identified as deteriorated or economically depressed. The base tax on the pre-existing improvements and real estate remains in place.

The exemption cannot exceed ten years. It can be 100 percent for each of the years of the exemption or it can be scaled such that if you adopted a 5-year exemption, 100 percent could be exempt in year 1; 80 percent in year 2; 60 percent in year 3; 40 percent in year 4; and 20 percent in year 5. The percentages should be discussed with the Borough and the County.

As I mentioned previously, the exemption applies only to new construction and/or major reconstruction. It does not include ordinary upkeep and maintenance.

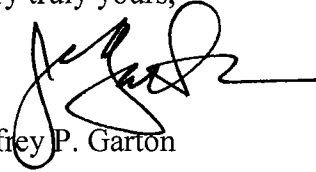
The process would begin by Chalfont Borough adopting an Ordinance establishing the specific area to be included within the LERTA district. The County and the School District would also have to

David Matyas, Business Administrator
December 5, 2016
Page 2

adopt resolutions and/or ordinances agreeing to the exemption for the LERTA properties. To that end, attached is a draft of a LERTA Resolution that could serve as a starting point for the District.

If you have any questions, please advise.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Jeffrey P. Garton', with a long horizontal line extending to the right.

Jeffrey P. Garton

JPG/njf

Attachment

cc: Beth Darcy, Board President
John Kopicki, Superintendent

**CENTRAL BUCKS SCHOOL DISTRICT
BUCKS COUNTY, PENNSYLVANIA**

RESOLUTION NO. _____

**A RESOLUTION OF THE CENTRAL BUCKS SCHOOL DISTRICT,
BUCKS COUNTY, PENNSYLVANIA, AUTHORIZING THE GRANTING
OF TAX EXEMPTIONS ON THE ASSESSED VALUE OF CERTAIN
IMPROVEMENTS AND/OR NEW CONSTRUCTION TO INDUSTRIAL,
COMMERCIAL, OR OTHER BUSINESS PROPERTIES IN CHALFONT
BOROUGH, BUCKS COUNTY, PENNSYLVANIA, PREVIOUSLY
DESIGNATED FOR SUCH PURPOSE IN ACCORDANCE WITH THE
LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE ACT, AS
AMENDED**

WHEREAS, the General Assembly of Pennsylvania passed Act 76 of 1977 (72 P.S. §4722 et seq.), known as the Local Economic Revitalization Tax Assistance Act (LERTA), which authorizes local taxing authorities to exempt from real property taxation, within certain limitations, the assessed value of improvements to, and new construction of, industrial, commercial, and other business properties in areas designated for such purposes by the governing body of the appropriate city, borough, incorporated town, or township; and

WHEREAS, the council members of Chalfont Borough, being a “municipal governing body” within the meaning of LERTA, established an Ordinance on a LERTA District within Chalfont, which is eligible for tax exemption on the assessed valuation of improvements to, and new construction of, industrial, commercial, and other business properties; and

WHEREAS, the Central Bucks School District (hereinafter referred to as “District”), being a “local taxing authority” within the meaning of LERTA, in order to foster improvements and new construction in Chalfont, desires to grant exemptions pursuant to the provisions of LERTA in those areas designated by the Council of Chalfont Borough.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Central Bucks School District, Bucks County, Pennsylvania, as follows:

Section 1: Definitions.

Unless the context specifically and clearly indicates otherwise, the meaning of the terms and phrases used in this Resolution shall be as follows:

“Act” or “LERTA” – Local Economic Revitalization Tax Assistance Act of the Commonwealth, Act 1977-76, as amended and supplemented.

“Commonwealth” – the Commonwealth of Pennsylvania.

“County” – County of Bucks, Pennsylvania, acting by and through its Board of County Commissioners, or, in appropriate cases, acting by and through its authorized representatives.

“Chalfont” – the area within the Borough identified in Section 24-402 of this Resolution.

“Eligible Property” – any industrial, commercial, or other business property located in the Chalfont LERTA District.

“Improvement” – repair, construction, or reconstruction, including alterations and additions, having the effect of rehabilitating any industrial, commercial, or other business property owned by any individual, association, or corporation and located in the Chalfont Borough. “Improvement” does not include any ordinary upkeep or maintenance.

“Local Taxing Authority” – the Borough of Chalfont, the County of Bucks and the Central Bucks School District.

“Person” – any individual, partnership, company, association, society, trust, corporation, municipality, municipal authority, or other group or entity.

“School District” – Central Bucks School District, Bucks County, Pennsylvania, acting by its Board of School Directors, or, in appropriate cases, acting by and through its authorized representatives.

“Borough” – Borough of Chalfont, Bucks County, Pennsylvania, acting by its council, or in appropriate cases, acting by and through its authorized representatives.

Section 2: Chalfont LERTA District

This Resolution applies to the designated properties shown on the map attached hereto as Exhibit “A” and identified by parcel number on Exhibit “B.”

Section 3: Exemption Amount

A. There is hereby exempted from all real property taxation by the Local Taxing Authority that portion of the additional assessment attributable to the actual costs of new construction upon, or, Improvements to, Eligible Property for which proper application has been made in accordance with this Resolution, subject to the limitations hereinafter set forth.

B. The exemption authorized by this Resolution shall be in accordance with the provisions and limitations hereinafter set forth.

C. The schedule of real property taxes to be exempted shall be in accordance with the following percentage of the assessed valuation of new construction or Improvements to Eligible Property:

<u>Tax Year(s) Following Completion of Construction</u>	<u>Exemption Portion of Assessed Valuation</u>
1	%
2	%
3	%
4	%
5	%
6	%
7	%
8	%
9	%
10	%

D. A tax exemption granted under this Resolution shall become effective for a period from the date of issuance of a Certificate of Occupancy for any Improvements.

E. A tax exemption granted under this Resolution shall be upon the property exempted and shall not terminate upon the sale or exchange of the property.

F. Any Person, who is an owner of Eligible Property and who desires tax exemption pursuant to this Resolution with respect to new construction or Improvements on an Eligible Property, shall apply in writing for such exemption on a form to be provided by the Borough at the address set forth on such form, or if no address is set forth thereon, at the principal office of the Borough of Chalfont, and it must be received by the Borough within sixty (60) days following the date of issuance of a building permit for the new construction or Improvements with respect to which exemption is desired, or if no building permit is required, no other notification of new construction or Improvements is required to be given to the Borough within sixty (60) days following commencement of construction.

G. The Borough shall make available to any Person desiring to apply for a tax exemption in accordance with this Resolution an application form (the "Application"), which shall require such Person to supply the following information:

1. The name of the owner or owners of the Eligible Property;
2. The location of the Eligible Property, including the tax parcel identification number of numbers assigned to such property for real property tax purposes;
3. The type of new construction or Improvements to be made on the Eligible Property;
4. The nature of the Improvements to be made on the Eligible Property;

5. The date on which the relevant building permit was issued, or, if no building permit is required, the date on which construction commenced or the estimated date on which it shall commence, as appropriate;

6. The cost or estimated cost of the new construction or Improvements; and

7. Such additional information that the Borough may reasonably require.

H. The appropriate official of the Borough shall forward a copy of such completed Application to the County and to the School District within thirty (30) days following the date when such Application is filed with the Borough, together with a request and authorization to the appropriate assessment agency for exemption following completion of the new construction or Improvements, in accordance with LERTA, and give appropriate notice to the School District and to the taxpayer.

I. Appeals from the reassessment of an Eligible Property and the amounts eligible for exemption may be taken by the taxpayer or any Local Taxing Authority as provided by law.

J. The cost of new construction or Improvements to be exempted and the schedule of taxes exempted at the time of an initial request for tax exemption shall be made in accordance with the further provisions of the Resolution and shall be applicable to that exemption request, and any subsequent amendments to this Resolution, if any, shall not apply to Applications filed with the Borough prior to their adoption.

Section 4: Expiration.

The provisions of this Resolution shall expire upon the anniversary of its enactment, unless extended by a Resolution duly adopted. Any property tax exemptions granted under the provisions of this Resolution shall be permitted to continue according to the exemption schedule, even if this Resolution expires or is repealed.

Section 5: Severability.

In the event any provision, section, sentence, clause, or part of this Resolution shall be held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause, or part of the Resolution; it being the intent of the School District that such remainder shall be and shall remain in full force and effect.

Section 6: Effective Date.

This Resolution shall become effective immediately.

DULY ADOPTED, this _____ day of _____, 2016, by the Board of

Directors of the Central Bucks School District, Bucks County, Pennsylvania, in lawful session duly assembled.

ATTEST:

CENTRAL BUCKS SCHOOL DISTRICT

Secretary

President

To: Board of School Director
From: Dave Matyas
Date: November 22, 2016
Re: New Food Service Freezer

As a follow up to our discussion at Operations and Finance Committees, it currently costs the district about \$12,000 per year to rent freezer warehouse storage in the Philadelphia area for the government commodities we receive. Aramark has been doing a nice job of procuring more commodities over the past few years which helps our bottom line by reducing food purchasing costs.

With our going greener initiative in food service, the elimination of food storage costs will help offset the likely increase we will see in labor costs associated with washing the reusable plates cups and bowls instead of the throwing away the foam alternatives. Aramark plans to start introducing the reusable products in December at West. Corinne Sikora, the Wellness Committee, and Aramark have been working with students to develop videos and ad campaigns highlighting the upcoming changes. Once we evaluate operations at West, we can then think about rolling out greener alternatives to our other schools.

Below are some of the other benefits Aramark and administration sees by installing a new freezer at the transportation annex on Old Easton Road.

- The freezer would be used to house all the frozen commodity products we get from the USDA and Department of Defense.
- The new freezer would put us into audit compliance by storing government commodities separate from other food purchases.
- Commodities can be over \$150K worth of food that we currently get delivered to a variety of schools.
 - However majority of it is sent to South throughout the year. The issues we run in to is the ability to house it all.
- The added freezer will help make sure we are able to control food safety with First-In, First-Out inventory practices by being able to easily access and move product around within the freezer.
- Due to limited space we are limited in the amount of commodities we can pull in from the government each month and how often it gets moved around the district for featured menu items.
- It would also allow us to pull more commodity items in then we originally planned (by accepting items that other districts might not have had room for) which would go towards the districts credit as well.
- We would also have a greater ability to pull in more specialty products such as gluten-free items.
- Having another freezer space will allow us to consolidate food store over the summer saving energy.

- By consolidating food storage over the summer, it also gives our operations department a greater ability to perform preventative maintenance on the freezers at each building which should help reduce maintenance issues during the school year.
- Empty freezers during the summer also allows time for a thorough cleaning.

To: Board of School Director
From: Dave Matyas
Date: December 1, 2016
Re: New Food Service Freezer

We decided to pull the freezer bid from the agenda. As we did a deeper review of the invoices from Philadelphia Cold Storage, we found that the majority of the \$12,000 yearly cost was associated with transportation of government commodities to our schools not for the actual freezer storage. Philadelphia Cold Storage also is offering weekly deliveries that we may be able to take advantage of smaller more frequent deliveries in lieu of a new freezer.

Danielle Blanco is the new Aramark General Manager for CB. [Leah Huf was promoted to a position in the health care industry.] Danielle would like to try to utilize the existing freezer space, perhaps with more frequent commodity deliveries, and potentially use the \$135,000 freezer expense towards other kitchen equipment around the district.



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: December 1, 2016

Board Agenda Information:

General Fund Disbursements, November 2016

Checks	\$2,567,186.00
Electronic Payments	\$11,832,985.83
Transfers to Payroll	\$8,423,589.19
TOTAL	\$22,823,761.02

Other Disbursements, November 2016

Capital Fund Checks & Electronic Payments	\$1,299,989.25
Food Service Checks & Electronic Payments	\$393,599.28
TOTAL	\$1,693,588.53

Grand total of all Funds \$24,517,349.55

**The Central Bucks School District
General Fund
Treasurer's Report
11/30/2016**

Beginning Cash Balance		\$20,405,707.70
Receipts		
Local General Funds Receipts		
Local Collectors	5,714,204.98	
County of Bucks	396,330.48	
EIT	2,699,454.97	
Interest Earnings	6,933.28	
Facility Use Fees	19,793.67	
Tuition, Community School	334,226.55	
Contributions	58,193.57	
Miscellaneous	353,203.84	
Total Local General Funds Receipts	\$9,582,341.34	
State General Fund Receipts		
Soc Sec & Retirement	632,011.47	
State Subsidy- Other	6,025,602.96	
Total State General Fund Receipts	\$6,657,614.43	
Federal General Fund Receipts		
IDEA	752,853.93	
Other Federal Subsidies	104,718.90	
Total Federal General Fund Receipts	\$857,572.83	
Other Receipts		
Offsets to Expenditures	201,754.93	
Transfer from Other Funds	384,457.15	
Total Other Receipts	\$586,212.08	
Total Receipts		\$17,683,740.68
Total Beginning Cash Balance and Receipts(carried to next page)		\$38,089,448.38

**The Central Bucks School District
General Fund
Treasurer's Report Continued
11/30/2016**

Total Beginning Cash Balance and Receipts (from previous page)		\$38,089,448.38
Disbursements		
* Checks (see detail below)	\$2,567,186.00	
Electronic Payments:		
Debt Service Payments	2,031,596.89	
MBIT Operations Payments	985,795.50	
Employee Payroll Taxes/WH	2,908,321.55	
Employer Payroll Taxes	970,150.50	
Settlement-Legal(R/E Tax Appeal)	1,079,441.69	
PSERS Retire	959,304.19	
403B/457PMT	366,955.84	
Health Benefit Payments	2,529,339.67	
Transfer to Other Funds	<u>2,080.00</u>	
Electronic Payments Total:		\$11,832,985.83
Transfer to Payroll		\$8,423,589.19
Total Disbursements		\$22,823,761.02
Ending Cash Balance	11/30/2016	\$15,265,687.36

* **Check Detail:** Check Registers provided for Board Approvals

11/01/2016 Check Run- Board Approved 11/07/2016	\$934,909.55	
11/15/2016 Check Run- Board to Approve 12/05/2016	\$892,892.74	
11/29/2016 Check Run- Board to Approve 12/05/2016	\$1,140,716.93	
11/30/2016 Check Run- Board to Approve 01/10/2016	<u>\$89,272.03</u>	
Total Check Runs-	\$3,057,791.25	
Less Voided Checks	<u>(\$8,343.00)</u>	
November Check Disbursements	\$3,049,448.25	
 Add Prior Month A/P Funded This Month	 \$1,037,920.59	
Less This Month A/P To Be Funded Next Month	<u>\$1,520,182.84</u>	
Checks Funded This Month	<u>\$2,567,186.00</u>	

**The Central Bucks School District
Capital Fund
Treasurer's Report Continued
11/30/2016**

Beginning Cash Balance		\$585,519.14
Receipts		
Interest Earnings	\$75.02	
Cash Transfers from Reserve Accounts	\$783,531.70	
Total Receipts		\$783,606.72
Disbursements		
* Checks (see detail below)	\$1,286,507.53	
Electronic Payment - Letter of Credit, Buckingham	\$13,481.72	
Total Disbursements		\$1,299,989.25
Ending Cash Balance		\$69,136.61

*** Check Detail:** Check Registers provided for Board Approvals

11/10/16 Check Run-	Board to Approve 12/05/16	\$191,954.46
11/22/16 Check Run-	Board to Approve 12/05/16	\$590,980.13
Total Check Runs		<u>\$782,934.59</u>
November Check Disbursements		<u>\$782,934.59</u>
Add Prior Month A/P Funded This Month		\$574,879.02
Less This Month A/P To Be Funded Next Month		<u>\$71,306.08</u>
Checks Funded This Month		<u><u>\$1,286,507.53</u></u>

**The Central Bucks School District
Food Service
Treasurer's Report Continued
11/30/2016**

Beginning Cash Balance		\$765,271.72
Receipts		
Interest Earnings	\$245.61	
Student Lunch Account Deposits	\$331,265.03	
Subsidies	\$96,599.41	
Total Receipts		\$428,110.05
Disbursements		
* Checks (see detail below)	\$9,092.77	
Electronic Payments	\$384,506.51	
Total Disbursements		\$393,599.28
Ending Cash Balance		\$799,782.49

* **Check Detail:** Check Registers provided for Board Approvals

Total Check Runs		\$0.00
Less voided checks		(\$40.00)
November Check Disbursements		<u>(\$40.00)</u>
Add Prior Month A/P Funded This Month		\$9,320.38
Less This Month A/P To Be Funded Next Month		<u>\$267.61</u>
Checks Funded This Month		<u><u>\$9,092.77</u></u>

**Central Bucks School District
Investment Portfolio
Summary Totals by Bank
November 30, 2016**

Bank Name	Principal Amount
BB&T Bank	3,039
Firsttrust Bank	45,069,496
MBS	1,715,000
PLGIT	31,262,015
PSDLAF	21,001,754
Quakertown National Bank	3,556,083
Santander	47,611,503
TD Bank	36,889,154
Univest Bank & Trust	47,254,333
William Penn Bank	248,000
Total	234,610,376

**Central Bucks School District
Investment Portfolio
General Fund- Bank Balances
November 30, 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>				
11/30/16	TD Bank	12/1/16	0.40%	15,265,687
11/30/16	TD Bank Municiple Choice	12/1/16	* 0.55%	8,800,000
11/30/16	PLGIT	12/1/16	0.29%	5,525
11/30/16	PSDLAF MAX Acct	12/1/16	0.28%	696
11/30/16	PSDLAF MAX Acct-Healthcare	12/1/16	0.28%	6,079
11/30/16	PSDLAF MAX Acct	12/1/16	0.28%	213,802
Total General Fund Bank Accounts				24,291,790
<u>GENERAL FUND CDs</u>				
Individual Bank CDs:				
8/22/16	Univest Bank & Trust	2/22/17	0.75%	20,000,000
8/24/16	Univest Bank & Trust	2/24/17	0.75%	20,000,000
8/19/16	William Penn Bank	8/19/17	0.75%	248,000
PLGIT CDs :				
8/22/16	Cit Bank	8/22/17	1.00%	247,000
PSDLAF CD's:				
7/29/15	American Express FSB-Healthcare	1/30/17	0.80%	245,000
6/14/16	Western Alliance Bank	6/14/17	0.80%	191,000
Multi Bank Securities CDs:				
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
8/29/16	Commonwealth Business Bank	8/29/17	0.75%	245,000
8/31/16	BankUnited National Association	8/31/17	0.75%	245,000
9/1/16	Ally Bank	9/1/17	0.75%	245,000
Total General Fund CDs				42,646,000
<u>GENERAL FUND MONEY MARKET ACCOUNTS</u>				
11/30/16	Santander	12/1/16	0.45%	31,543,120
11/30/16	BB&T Bank	12/1/16	0.25%	3,039
11/30/16	PSDLAF Full Flex-Healthcare	12/1/16	0.35%	690,000
11/30/16	PLGIT I-Class	12/1/16	0.45%	31,009,490
11/30/16	Univest Bank & Trust	12/1/16	0.45%	7,254,333
11/30/16	Firsttrust Bank	12/1/16	0.45%	45,069,496
11/30/16	Quakertown National Bank	12/1/16	0.30%	7,338
11/30/16	Quakertown National Bank-Post Employment	12/1/16	0.55%	3,548,745
11/30/16	TD Bank- Healthcare	12/1/16	0.40%	1,586,018
11/30/16	TD Bank- Post Employment	12/1/16	0.40%	5,814,865
Total General Fund Money Market Accounts				126,526,443
Total General Fund				193,464,234

* Interest earnings credited to offset fees

**Central Bucks School District
Investment Portfolio
Capital Fund- Bank Balances
November 30, 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>				
11/30/16	TD Bank Fund 3 Operations Acct	12/1/16	0.40%	69,137
		Total Fund 3 Operations Account		69,137
<u>Short Term Capital Reserve</u>				
11/30/16	TD Bank	12/1/16	0.40%	2,394,361
		Total Short Term Capital Reserve		2,394,361
<u>Capital Café Equip Reserve</u>				
11/30/16	TD Bank Capital Proj- Bldg Cafeteria/Equip	12/1/16	0.40%	693,212
		Capital Café Equip Reserve		693,212
<u>Technology Capital Reserve</u>				
11/30/16	TD Bank	12/1/16	0.40%	218,693
		Total Technology Reserve		218,693
<u>Transportation Capital Reserve</u>				
11/30/16	TD Bank	12/1/16	0.40%	1,154,056
		Total Transportation Reserve		1,154,056
<u>Long Term Capital Reserve</u>				
11/30/16	Santander	12/1/16	0.45%	16,068,383
		Total Long Term Capital Reserve		16,068,383
		Total Capital Fund		20,597,841

**Central Bucks School District
Investment Portfolio
Debt Service Fund- Bank Balances
November 30, 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>				
11/30/16	PSDLAF MAX Acct	12/1/16	0.28%	16,177
11/30/16	PSDLAF Full Flex Acct	12/1/16	0.35%	10,600,000
11/30/16	PSDLAF Full Flex Acct	12/1/16	0.35%	9,039,000
11/30/16	TD Bank	12/1/16	0.40%	93,342
Total Debt Service Reserve				19,748,519

**Central Bucks School District
Investment Portfolio
Food Service Fund- Bank Balances
November 30, 2016**

<u>Purchase Date</u>	<u>Bank Name</u>	<u>Maturity Date</u>	<u>Rate of Interest</u>	<u>Principal Amount</u>
<u>Fund 5 Operations Account</u>				
11/30/16	TD Bank Fund 5 Operations Acct	12/1/16	0.40%	799,782
			Total Food Service Fund	799,782
			Grand Total- All Funds	234,610,376
			Weighted Average Rate of Return	0.49%

Summary of Capital Reserve Account Activity & Fund Balance Status

Fund 3 - Summary of Capital Reserve Account Commitments & Balances

	Beginning Balance 7/1/2016	Transfers from General Fund	Interest Earnings	Expenditures	Commitments	Balance 11/30/2016	Target Amount	% of Target	Comments
Short term Capital	\$299,754.19	\$12,000,000.00	\$9,422.03	\$9,914,814.70	\$1,298,160.50	\$1,096,201.02			
Café Equipment Capital	\$709,952.00		\$1,600.44	\$18,340.44		\$693,212.00			
Technology	\$599.00	\$2,086,639.00	\$655.28	\$1,869,201.46	\$130,270.16	\$88,421.66			
Transportation	\$639,347.00	\$1,000,000.00	\$2,641.00	\$487,932.00	\$716,421.00	\$437,635.00			
Long Term Capital	\$16,037,834.41		\$30,548.59			\$16,068,383.00	\$42,000,000.00	38%	
Totals	\$17,687,486.60	\$16,086,639.00	\$44,867.34	\$12,290,288.60	\$2,144,851.66	\$18,383,852.68	\$42,000,000.00	38%	

Capital Reserve Account Expenditure Detail:		Comments
<u>Short Term Capital</u>		
Unami	\$849,631.95	
Holicong	\$3,933,745.64	
Misc. Projects	\$5,131,437.11	
Total	\$9,914,814.70	
<u>Technology</u>		
		* \$1,578,246.50 of the total expenditures occurred in 15-16 and was temporarily funded from Long Term Capital

Fund 4 - Debt Service Fund Balance Projections

	Beginning Balance 7/1/2016	Transfers from General Fund	Interest Earnings	Expenditures	Commitments	Balance	Target Amount	% of Target	Comments
Debt Service	\$19,655,650.00		\$92,869.00			\$19,748,519.00	\$30,000,000.00		No future transfers budgeted for the debt service fund. Additional \$10.3M needed for the potential \$30M debt defeasance is available in the general fund balance from the following sources: 1. OPEB Reserve of \$9.3M, considered unnecessary by the auditors 2. \$1M of the 2015-16 positive budget variance is available.

Fund Balances: Non-spendable, Unassigned & Assigned - General Fund 1

	Fund Balance 7/01/2016	
Unassigned:	\$ 13,997,592.00	4.4% of 16-17 Budget
Assigned:		
Budgetary Reserve	\$ 4,639,065.00	From 15-16
Post Employment Reserve	\$ 9,346,223.00	as noted above - could use for debt defeasance
Health Care Reserve	\$ 2,518,369.00	
Total Assigned:	\$ 16,503,657.00	
Non-spendable	\$ 4,521,870.00	Prepaid Healthcare exp with Bucks Montco consortium
TOTAL FUND BALANCE	\$ 35,023,119.00	

Half of the 2015-16 positive variance

Fund Balance Food Service - Fund 5

	Fund Balance 7/01/2016
Unassigned:	\$ 991,296.27

M.Rziccardi;Finance;CapitalProjectsSV

**Payroll,
FICA, Medicare
and Retirement Projection
November 30, 2016**

	Adjusted Budget	Projected Expense	Positive (Negative) Variance
PAYROLL	152,134,017	151,900,551	233,466
FICA_MED	11,290,300	11,197,508	92,792
RETIREMENT	45,013,913	45,137,558	(123,645)
TOTAL	<u>208,438,230</u>	<u>208,235,617</u>	<u>202,613</u>
			0.10% Of Budget

Updated projection based on history and current payroll trends - still early to have solid projections

	Orig Bdg	100
Original Budgeted Amounts		151,514,017
Adjust Budget for positions added subsequent to budget passing		
1. New Assistant Principal at Butler		99,000.00
2. New PCA - various locations -		250,000.00
3. Additional ELL Teachers - 1.5 FTE		75,000.00
4. New Teaching positions - these are primarily in the special education area		360,000.00
5. IT Secretary - 1.0		40,000.00
6. Community School Program Growth - new positions		59,500.00
7. HR payroll - director contract + clerical Growth		18,000.00
Est cost of new positions		<u>901,500</u>
Estimated additions to payroll lines		152,415,517
Adjusted Payroll Budget		152,134,017
Additional cost should be absorbed within budget by turnover etc.		(281,500)

Central Bucks School District - Fringe Benefits Report
30-Nov-16

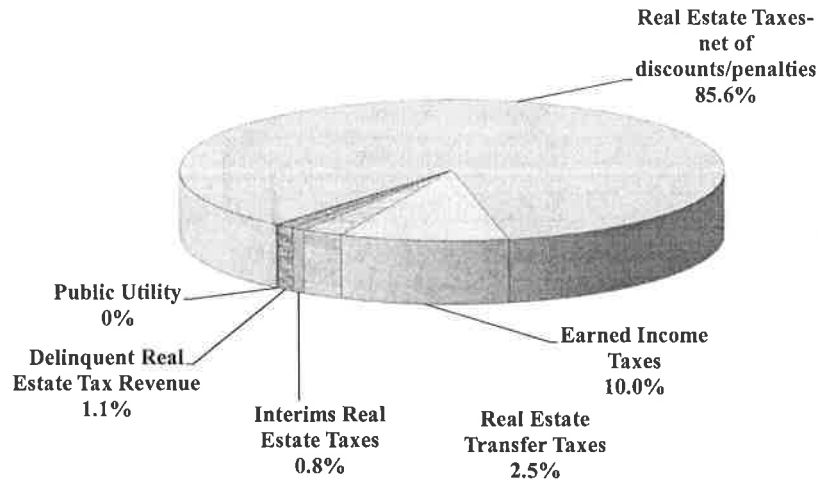
	2017-18 Proposed Budget	2016-17 Adjusted Budget	Spent of Payments less Encumbered (Net of copays)	(Net Balance)	% Committed	2015-16 Actuals	2016-17 Budget Increase over 15-16 Actual	% increase 2016-17 Budget to 15-16 Actual	
271 Health care - NO UPDATE Self Insured: Spent based on paid claims; encumbered = expected claims based on trends; less empl prem cost share	20,789,921 3.00%	20,184,389	13,228,691	5,921,221	1,034,477	95%	16,574,742	3,609,647	21.78%
			To date, paid claims for the first 3 months of this year are up by about 10.3%; if that trend continues the expense for 1617 is projected to be 18.9 to 19.2M						
272 Dental coverage Self Insured: Curr Yr = 99,000 per month w/qrtrly reconciliations	1,357,559 3.00%	1,318,018	687,449	554,529	76,040	94%	1,166,300	151,718	13.01%
213 Life insurance Premium based; adjusted monthly based on salary report	239,359 2.00%	234,666	126,852	86,565	21,249	91%	207,680	26,986	12.99%
274 Disability coverage Self Insured: Expense = paid to date; encumbered = expected claims based on experience	260,701 2.00%	255,589	137,500	38,103	79,986	69%	225,464	30,125	13.36%
			50% lower than to date in 1516; if continues will be under budget						
276 Prescription drugs Self Insured: Spent based on submitted claims; encumbered = expected claims based on experience & trends	7,166,767 8.00%	6,635,895	3,770,503	3,142,086	(276,694)	104%	6,232,368	403,527	6.47%
			claims are running high, if current trend continues will exceed budget by 1 to 2% more						
250 Unemployment comp Self Insured: Spent based on submitted claims; encumbered = expected claims based on experience & trends	45,951 1.00%	45,496	28,325	16,640	531	99%	48,980	(3,484)	-7.11%
260 Workers comp Self Insured: Based on estimated premium provided by SDIC and adjusted based on prior yr experience	1,340,747 2.50%	1,308,046	536,100	894,805	(122,859)	109%	1,207,874	100,172	8.29%
			will likely exceed budget by at least 6%, maybe more. Will need to watch and incrs 1718						
240 / 290 Miscellaneous/Tuition Expenses incurred over course of the year	519,751 2.00%	509,560	279,227	188,368	41,965	92%	507,579	1,981	0.39%
Totals	31,720,756	30,491,659	18,794,647	10,842,317	854,695	97.20%	26,170,987	4,320,672	16.5% *
	\$ 1,229,097 or 4.03%*			29,636,964		2.80%	13.24%	% Incrs in exps. 1617 to 1516 based on projections	
	Total 1718 budget incrs over 1617					+ Var			

Note: Healthcare and perscription expenses are a significant portion of the fringe expense. The projected expense for these lines is based on actual claims to date, as we have not received updated informaiton on health claims there is no change in that line.

* % increase in 1718 budget is significantly lower than the % the 1617 budget increased due to:

1. The projected increase in health care expenses has been decreased based on prior year actuals; this may require a budget transfer if a bad experience year occurs
2. The increase in Dental Ins., Life Ins., Disability Ins., PA UC has been pulled back, as have had positive budget variances on these line in prior years.
3. Workers Comp expense is trending up so will be increasing the 1718 projection; this line does follow increased payroll amounts.
4. As Prescription Drug exps. have been increased to a higher expense level over the past couple of years, we expect the line to level off and increase at a slower rate.
5. It may be determined that the 1718 budget amounts will need to be adjusted as current year data is updated.

**Central Bucks School District
Projected Tax Collections
30-Nov-16**



<u>Revenues</u>	<u>2016-2017 Budget</u>	<u>Estimated Actual</u>	<u>Variance Positive/(Negative)</u>	<u>% Actual to Budget</u>	<u>2015-2016 Actual</u>	<u>2017-2018 Preliminary Budget</u>
1 Real Estate Taxes-net of discounts/penalties	\$212,302,642	\$212,950,272	\$647,630	100.3%	210,702,760	214,705,324
2 Earned Income Taxes	23,875,000	\$24,780,000	\$905,000	103.8%	23,942,867	23,875,000
3 Real Estate Transfer Taxes	4,900,000	6,147,900	1,247,900	25.47%	5,344,465	4,900,000
4 Interims Real Estate Taxes	1,850,000	2,000,000	150,000	8.11%	1,602,641	1,850,000
5 Delinquent Real Estate Tax Revenue	2,550,000	2,700,000	150,000	5.88%	2,689,277	2,550,000
6 Public Utility	242,000	269,762	27,762	11.47%	274,496	242,000
Total	\$245,719,642	\$248,847,934	\$3,128,292	1.27%	244,556,506	248,122,324
			1.273%			

- 1 Collections look good so increased projection - may have a higher collection rate in this year
- 2 This budget line was raised for 1617 by \$1.5 M given prior year collections consistently exceeding budget. Increased projected collections for this year based on the assumptions that collections for the remainder of the year increase at similar levels to last year.
- 3 Real Estate Transfer taxes have grown consistently at a rate of 15% + for the past 3 years. This appears to be a trend that is holding, so increasing projected revenues for this year.
- 4 Interim Tax billings are up about 30% over last year at this time; increased projected revenue based on collection rate keeping pace with the 1516 collections.
- 5 Expect collections in 1617 to be close to last year
- 6 Final - 100% collected - line was decreased too much, will move back to the \$270,000 range for 1718