

CENTRAL BUCKS SCHOOL DISTRICT
Finance Committee Minutes
April 19, 2017

Committee Members Present

Glenn Schloeffel, Chairperson
Beth Darcy, Member

Dave Matyas, Business Administrator
Susan Vincent, Director of Finance

Other Board Members and Administrators Present

Sharon Collopy
John Gamble
Dennis Weldon
Mr. Kopicki, Superintendent
Dr. Davidheiser Assistant Secondary Superintendent

Committee Members Absent

Paul Faulkner, Member
Jerel Wohl, Member

The Finance Committee meeting was called to order at 6:05 p.m. by Glenn Schloeffel, Chairperson

PUBLIC COMMENT

Three members of the public were present. There was no public comment.

Review of Minutes

The minutes were inadvertently omitted from the Finance Committee packet of information but were previously distributed electronically to the Board. The full Board will act on the minutes on April 25th.

INFORMATION/ DISCUSSION/ACTION ITEMS

Review of Financial Information Items - The finance information reports were reviewed, beginning with the treasurer's report and investment report. When reviewing the capital reserve accounts, it was noted that some encumbrances for the CB West auditorium project have hit the short-term capital account causing it to project a negative balance, however, cash flow on the project will not be significant until the summer months which will be into the next fiscal year and match up with new funding streams. Recommended general fund budget transfers as well as potential budget transfers were reviewed with the committee. Mr. Kopicki asked for a more detailed breakdown of membership costs for organizations such as PSBA. The committee directed administration to place the budget transfers on the school board agenda for consideration

The committee had a question as to how much revenue the district collected for facility use fees historically. Post-meeting research indicates that the district collects approximately \$475,000 per year and are recorded as an expenditure offset, not as a source of revenue. This is in accordance with the PDE chart of accounts which states that fees charged that are offsets to costs (such as custodial and maintenance) are to be recorded as a credit against expenses, not as revenue.

Question regarding "Cash Transfers from Reserve Accounts" – is referring to transfers into the fund 3 capital checking account from the fund 3 capital investment accounts that are needed to fund current capital fund check expenses. Changes are being made to the page heading and the line description to better clarify that the information provided is specific to the Fund 3 checking account.

Question on why three accounts are listed under the Debt Service Bank Balance: The PSDLAF account requires an operational account along with the investment account and also the account with TD bank was left open to facilitate any disbursements out of the debt service fund. This past week a decision was made to consolidated all the debt service funds into one investment account with Citi Bank at a .8% investment rate. The district had invested funds with Citi Bank about four years ago, but discontinued because their rates were not competitive. Citi just reached out to us with new rates a couple of weeks ago and after having their collateral and financials reviewed by LOGIC it was determined they are now a good investment source.

Request for detail on the 2300-400 Print Shop and Copier Fees: The majority of the costs are related to the Cannon Copier lease, along with costs for finger printing equipment and print shop costs.

Question concerning expenses for Central Support, 2800, Supplies, 600 objects: A review of the account indicated that about \$7,044 needs to be recoded to the 750 object for equipment, as it related to cables and switches that should not be in the 600 object. Also, as paper is purchased it is coded to this account as a warehouse expense and then charged out to buildings as they request paper, so at this time about \$15,000 will be recoded to printing costs of building budgets. This line also includes the cost of the software license for the library system of \$33,081, coded to a 2800-650 code.

As the paper costs are reallocated to the buildings, this budget may be ok. A transfer of \$10,000 was submitted for board approval, but it may not be needed.

The Payroll, FICA/Medicare and Retirement Report, along with the Fringe Benefit Report were reviewed with attention focused on healthcare where claims are increasing significantly compared to last school year. The health consortium reporting for March provided more details which indicate greater utilization of health care and prescription benefits so far this fiscal year. The increase in claims is reducing the projected amount of fund balance remaining from 2016-17 general fund budget operations.

Purchased property services were reviewed as a category of expenses. These include copier costs, facility services such as lawn care and snow plowing, electricity, disposal services, vehicle repairs, and building rentals such as modular classrooms and fees for IU classroom space at other school districts.

The committee requested administration review and explore our professional services contracts to ensure the district is getting the best value.

Zero based Budgeting Update - The process is going well, we are able to import the budget data from the zero based spreadsheets into the finance accounting database. Submissions are behind schedule since this is the first time administrators are using the new process, but timing should improve in the next budget cycle.

Budget Update – A summary level review provided a snapshot of where revenues and expenses are projected to be as of April 19th for the 2017-18 budget year. During the March budget review revenues fell below expenses by approximately \$1M due to the inclusion of several proposed new positions and updated expense projections on health care. The April update shows expenses exceeding revenues by approximately \$1.4M with a revision to requested new positions which now includes staffing for middle school schedule changes. Administration is comfortable with the

proposed deficit as it represents a small percentage of the 2017-18 budget and will work to reduce the deficit throughout the fiscal year by managing expenses.

Local real estate and wage based revenues continue to grow. Administration is pushing revenue projection higher for 2017-18 in an effort to bring budget to actual receipts to within a one percent differential.

Proposed new positions that were added to the budget for future discussions as of April:

Projected Staffing for 2017-18

Description	FTE's	\$ Per FTE	Total
•English Language Learners (ELL) Teacher and Aide	1	\$135,000	\$135,000
•Teacher professional development position focused on technology 2.0 FTE	2	\$125,000	\$250,000
•Special Education: add 5 FTE's for program needs	5	\$95,000	\$475,000
•Expand middle school sports grade 9 (soccer, baseball/softball, basketball)	1	\$150,000	\$150,000
•Expand middle school clubs total of approximately 20 EDR's	1	\$32,000	\$32,000
•Add April Middle School Schedule Changes, (15 positions)	15	\$75,000	\$1,125,000
•Grand Total all positions as of 4/19/2017			\$2,167,000

4/25/2017 2017-04-25 Proposed Final Budget 17

Sample Act 1 Proposed Final Budget resolutions were reviewed as the Board will be asked to vote to adopt the resolutions at the April 25th Board meeting to maintain the Act 1 budget schedule.

The committee requested Dr. Davidheiser present an overview of the middle school schedule proposal at the next curriculum committee meeting to help determine the benefits of the proposed change, an implementation timeline, and review the financial impact of the proposed schedule change.

Food Service Contract Renewal – Food Service is 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-year period, 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 2017-18 school year would be the fourth 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. Aramark’s contract requires that they guarantee at least \$650,000 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 the one-year renewal, Aramark must develop a budget for 2017-18 for staff, supplies and equipment and keep any

proposed cost increases below USDA Consumer Price Index limits which is 2.1% for calendar year 2016.

The budget information must be sent to PDE for their review and approval to make sure the proposed one-year contract extension meets guidelines. Once PDE have reviewed and approved each page submitted, administration would like to place the renewal contract on the Board agenda for consideration.

A breakfast/lunch price increase is not needed for next school year.

Bid Awards for General Supplies and Athletics– Purchasing Actions – The district is busy preparing for the start of the 2017-18 school year. Bid results for the following items were reported: general supplies, team sports equipment and supplies, general art supplies, general teaching supplies, physical education supplies, secondary art supplies, science supplies, technical education supplies. The committee recommended these items be placed on the Board agenda for consideration.

Policy and Guidelines on Travel – The district created a policy in June of 2016 to comply with new federal Universal Grant guidelines (UGG). Administration is recommending some changes to the policy such as a name change so that it is apparent that the policy applies to all travel not just travel charged to federal programs. Also recommended is that the federal General Services Administration (GSA) website be used to calculate maximum travel costs plus 15%. The school district does not have the purchasing power or the economies of scale that the federal government has with hotel chain pricing. The committee recommended this item be reviewed with the policy committee.

Enhanced Treasurer Report – The state auditor general’s office wants proof that administration is providing school boards and the public with meaningful statistical data about the district and student performance. Adding this information to the monthly treasurer’s report where it is reviewed and voted on each month by the school board seemed like a logical place to include additional student and financial elements. The committee agreed with the proposed concept and directed administration to move forward with the plan.

ADJOURNMENT

The meeting adjourned at 7:55p.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
 Wednesday April 19th 2017, 6:00pm Projected time – 1 Hour 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

1) Call to Order	Chairperson	Start Time
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	10 minutes Susan Vincent	Handout
b. 2016-17 Line Item Review of Property Services	10 minutes Susan Vincent	Pages 1 - 3
c. * 2016-17 Budget Transfers – Positioning for the 2017-18 Budget	5 minutes Susan Vincent	Handout
d. Zero Based Budgeting Update	5 minutes Susan Vincent	Page 4
e. 2017-18 Budget Update: Revenue and Expense Projections, Staffing	30 minutes Vincent/Kopicki/Matyas	Pages 5 - 29
f. * 2017-18 Proposed Final Budget Resolutions	5 minutes Dave Matyas	Pages 30 - 32
g. * 2017-18 Proposed Final Budget in PDE Format	5 minutes Dave Matyas	Pages 33 - 38
h. * One-year Renewal of the Food Service Contract with Aramark	5 minutes Dave Matyas	Pages 39 - 77
i. * Bid Awards for General Supplies and Athletics	5 minutes Dave Matyas	Pages 78 - 86
j. * UGG, Policy and Administrative Guidelines for Travel	5 minutes Dave Matyas	Pages 87 - 96
k. Enhanced Treasurers Report	5 minutes Dave Matyas	Pages 97 - 108
5) Adjournment	Chairperson	End Time
6) Next Meeting Date: May 17, 2017		

Information Items

* Treasurers Report	Pages 97 - 108
* Investment Report	Pages 109 - 114
Board Budget Reports	
Other Funds Report	Page 115
Payroll Expense Projections	Page 116
Benefit Expense Projections	Page 117
Tax Collection Projections	Page 118

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

Please note: Public comment should be limited to three minutes

PURCHASED PROPERTY SERVICES BUDGET - Object Description by Function

			2016-2017 Budget	2016-2017 Projected Actual	2017-2018 Preliminary Budget	
1100 Function:						
	Regular Instruction	430 Repairs and Maintenance Equipment	59,180	39,226	40,011	411 Disposal Services
	Regular Instruction	432 Print_Shp Exps	139,379	131,521	134,151	412 Snow Plow Services
	Regular Instruction	442 Copier Expense/Lease & other equip. lease *	<u>561,099</u>	<u>456,004</u>	<u>465,124</u>	414 Lawn Care Services
Classroom Instructional Services - Regular Education		1100 Total	759,658	626,751	639,286	415 Laundry Services
		* adjusted 442 down based on prior year actuals				422 Electricity
1200 Function:						430 Repair Maint Equip
	Special Education Instruction	432 Print_Shp Exps	2,500	3,000	2,550	424 Water, Sewer
	Special Education Instruction	442 Copier Expense/Lease	<u>2,500</u>	<u>3,000</u>	<u>2,550</u>	431 Repair Maint Bldg
Classroom Instructional Services - Special Education		1200 Total	5,000	6,000	5,100	432 Print Shop Expenses
						433 Vehicle Repair Maint
						434 Repair Maint Equip
						438 Repair Maint IS Equip/Software
						441 Rental: Land, Bldg
						442 Equip. Rental: copier costs
						444 Vehicle Rental
		Total 1000 Function	764,658	632,751	644,386	
2100 Function:						
Pupil Personnel Services		432 Print_Shp Exps	<u>1,000</u>	<u>850</u>	<u>1,020</u>	460 Exterminator Svcs
Guidance, Psychologists, Speech Services		2100 Total	1,000	850	1,020	490 Other Property Services
2200 Function:						
Instructional Support Services		430 Repairs and Maintenance Equipment	1,550	-	1,581	
Instructional Support Services		432 Print_Shp Exps	8,300	7,900	8,466	
Instructional Support Services		438 Repair Maint IT Systems	71,500	50,000	72,930	
Instructional Support Services		442 Copier Expense/Lease	<u>1,400</u>	<u>-</u>	<u>1,400</u>	
Curriculum Support: Technology , Coordinators, Mentors, Library, Special Ed Supervisors		2200 Total	82,750	57,900	84,377	

PURCHASED PROPERTY SERVICES BUDGET - Object Description by Function

		2016-2017 Budget	2016-2017 Projected Actual	2017-2018 Preliminary Budget
2300 Function:				
Administrative Services	430 Repairs and Maintenance Equipment	2,100	-	2,142
Administrative Services	432 Print_Shp Exps	4,500	4,000	4,590
Administrative Services	442 Copier Expense/Lease	15,500	16,500	15,810
District & School Administration	2300 Total	22,100	20,500	22,542
2400 Function:				
Pupil Personnel Services	430 Repairs and Maintenance Equipment	1,300	-	1,306
Pupil Personnel Services	432 Print_Shp Exps	100	-	102
Pupil Personnel Services	442 Copier Exp/Equip Rental	100	-	102
Nurse Services	2400 Total	1,500	-	1,510
2500 Function:				
Business Services	430 Repairs and Maintenance Equipment	6,500	6,500	6,630
Business Services	432 Print_Shp Exps	-	-	-
Business Services	442 Copier Expense/Lease	2,800	2,800	2,856
Business Office	2500 Total	9,300	9,300	9,486
2600 Function:				
Operations and Maintenance of Plant Services	411 Disposal Svcs	110,000	118,000	112,200
Operations and Maintenance of Plant Services	412 Snow Plow Svcs	150,000	200,000	153,000
Operations and Maintenance of Plant Services	414 Lawn care Svcs	280,000	370,000	285,600
Operations and Maintenance of Plant Services	422 Electricity	2,869,599	2,800,000	2,726,991
Operations and Maintenance of Plant Services	424 Water, Sewer:	240,000	240,000	244,800
Operations and Maintenance of Plant Services	431 Repair Maint - Bldg	246,200	220,000	240,924
Operations and Maintenance of Plant Services	432 Print_Shp Exps	500	150	510
Operations and Maintenance of Plant Services	434 Repair Maint Equip	790,000	700,000	805,800
Operations and Maintenance of Plant Services	438 Repair Maint IT Systems	-	-	-
Operations and Maintenance of Plant Services	441 Rental: Land, Bldg	143,000	65,000	145,860
Operations and Maintenance of Plant Services	442 Copier Expense/Lease	2,000	-	2,040
Operations and Maintenance of Plant Services	460 Exterminator Svcs	30,000	28,000	30,600
Operations and Maintenance of Plant Services	490 Other Property Svcs	532,500	500,000	543,150
Facilities	2600 Total	5,393,799	5,241,150	5,291,475
2700 Function:				
Student Transportation Services	415 Laundry Svcs	6,000	6,500	6,120
Student Transportation Services	422 Electricity	35,000	35,000	35,700
Student Transportation Services	424 Water Sewer	8,000	2,500	8,160
Student Transportation Services	432 Equip Maint	500	500	510
Student Transportation Services	433 Vehicle Repair Maint: 104,500 - 75000 ??	110,000	100,000	112,200
Student Transportation Services	442 Copier Expense/Lease	7,000	75,176	7,140
Student Transportation Services	444 Vehicle Rental: 0 - 7200	4,000	3,000	4,080
Transportation	2700 Total	170,500	222,676	173,910

PURCHASED PROPERTY SERVICES BUDGET - Object Description by Function

		2016-2017 Budget	2016-2017 Projected Actual	2017-2018 Preliminary Budget
2800 Function:				
Central & Other Support Services	430 Repairs and Maintenance Equipment	-	-	-
Central & Other Support Services	432 Equip Maint	-	-	-
Central & Other Support Services	438 Repair Maint IT Systems	729,800	700,000	775,000
Central & Other Support Services	442 Copier Expense/Lease	200	-	204
Central and Other Support Services - Primarily IT	2800 Total	730,000	700,000	775,204
	Total 2000 Function	6,410,949	6,252,376	6,359,524
3200 Functions:	No accounts			
Student Activities: Athletics, Extra Curricular	3200 Total	-	-	-
3300 Function:				
Community Services	430 Repairs and Maintenance Equipment	-	-	-
Community Services	432 Print Shop Exps	4,150	4,150	4,233
Community Services	442 Copier Expense/Lease	829	800	816
Community School: School Age Child Care, Spts Camps, Aquatics	3300 Total	4,979	4,950	5,049
	Total 3000 Function	4,979	4,950	5,049
	Total All Functions	7,180,586	6,890,077	7,008,959

Summary by Object:

411 Disposal Services	110,000	118,000	112,200
412 Snow Plow Services	150,000	200,000	153,000
414 Lawn Care Services	280,000	370,000	285,600
415 Laundry Services	6,000	6,500	6,120
422 Electricity	2,904,599	2,835,000	2,762,691
424 Water, Sewer	248,000	242,500	252,960
430 Repairs and Maintenance Equipment	70,630	45,726	51,670
431 Repair Maint Bldg	246,200	220,000	240,924
432 Print Shop Expenses	160,929	152,071	156,132
433 Vehicle Repair Maint	110,000	100,000	112,200
434 Repair Maint Equip	790,000	700,000	805,800
438 Repair Maint IS Equip/Software	801,300	750,000	
441 Rental: Land, Bldg	143,000	65,000	145,860
442 Equip. Rental: inclds copier lease & costs per copy	593,428	554,280	498,042
444 Vehicle Rental	4,000	3,000	4,080
460 Exterminator Svcs	30,000	28,000	30,600
490 Other Property Services	532,500	500,000	543,150
Total All Objects	7,180,586	6,890,077	6,161,029

2017 – 2018 Zero Based Budget (ZBB) Process

The approach to budgeting was changed this year to a zero-based budget approach. In this approach, budget administrators were instructed to determine budget amounts for next year from a starting point of zero. This was a change from past years where the budget was developed using current budget amounts and adjusting them for the upcoming year.

The starting point was to distribute budget workbooks that provided a worksheet for each budget code within the budget responsibility area, along with a five- year history of prior year expenditures for their reference.

This has proved to be a good exercise, bringing much awareness to budget administrators to budget for actual needs and to budget within the correct budget category.

As budget workbooks are completed the information is reviewed by the cabinet level administrator for content. The workbooks are then received in the business office for upload into the financial system. Once all budget workbooks are uploaded a review of the budget amounts will be completed by the business office and if any major discrepancies exist there will be a discussion with the appropriate cabinet administrator for a resolution.

Currently, the budget process is about 6 weeks behind schedule for building and cost center budgets due to ZBB implementation. However, the ZBB process should be incorporated into the final general fund budget by mid-May. An update of the process will be provided once this budget cycle is completed.

Central Bucks School District

Consideration to Post the 2017-18
Proposed Final Budget
April 25, 2017

Budget Components

Revenues

State Subsidy Update

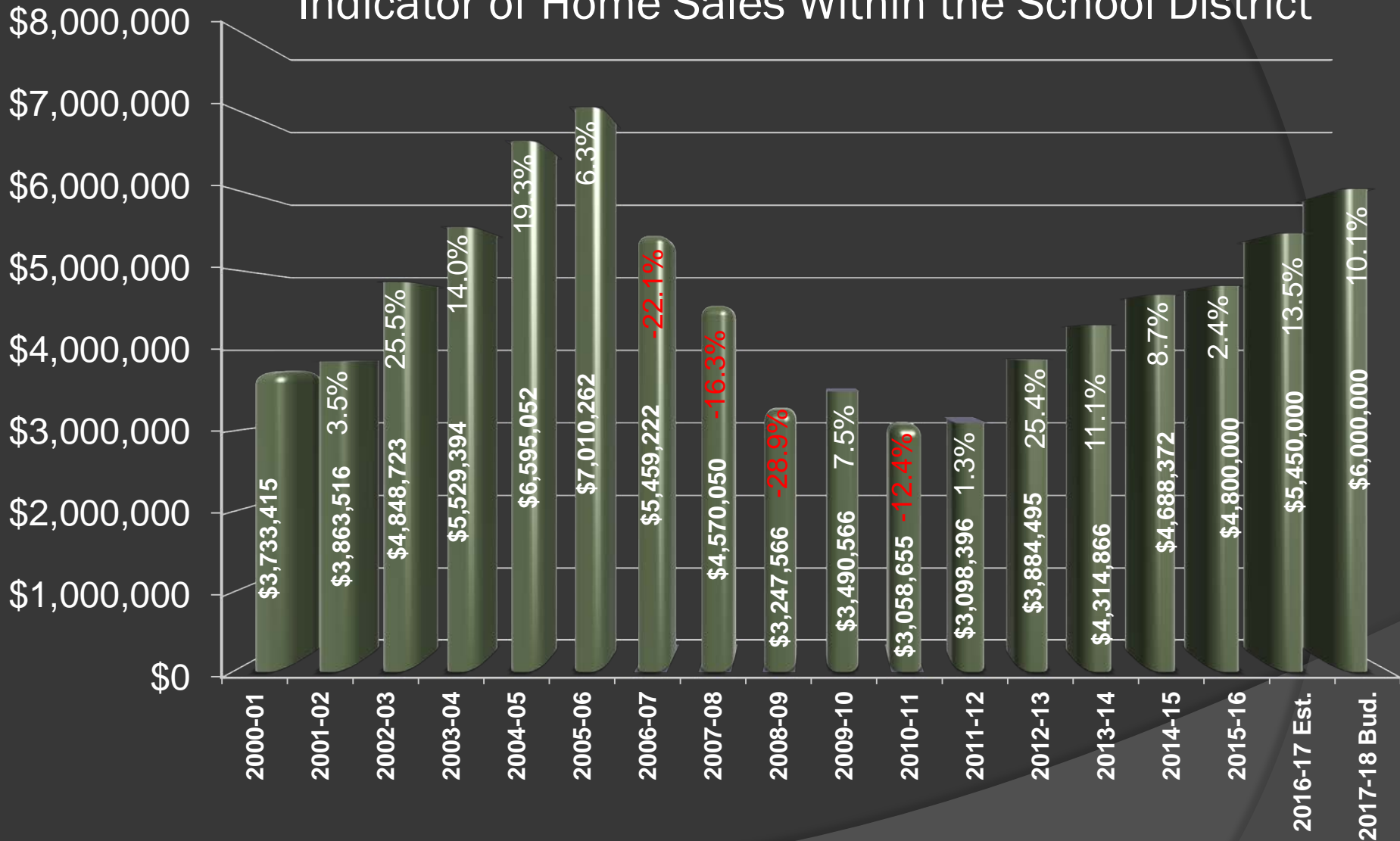
CBSD - 2017-18 Major State and Federal Revenue Estimates

State Subsidies to CBSD	2017-18 Revenues as of 4/25/2017	2016-17 Projected Actual Revenues	Variance
Basic Instructional Subsidy	\$18,078,119	\$17,700,177	\$377,942
Special Education Subsidy	\$7,208,225	\$7,131,934	\$76,291
Ready to Learn Block Grant	\$1,024,042	\$1,024,042	\$0
Public Transportation Subsidy	\$2,506,182	\$2,785,136	-\$278,954
	\$28,816,568	\$28,641,289	\$175,279
Federal Title 2 Teacher Training	0	\$276,000	-\$276,000
	\$28,816,568	\$28,917,289	-\$100,721

Local Revenues

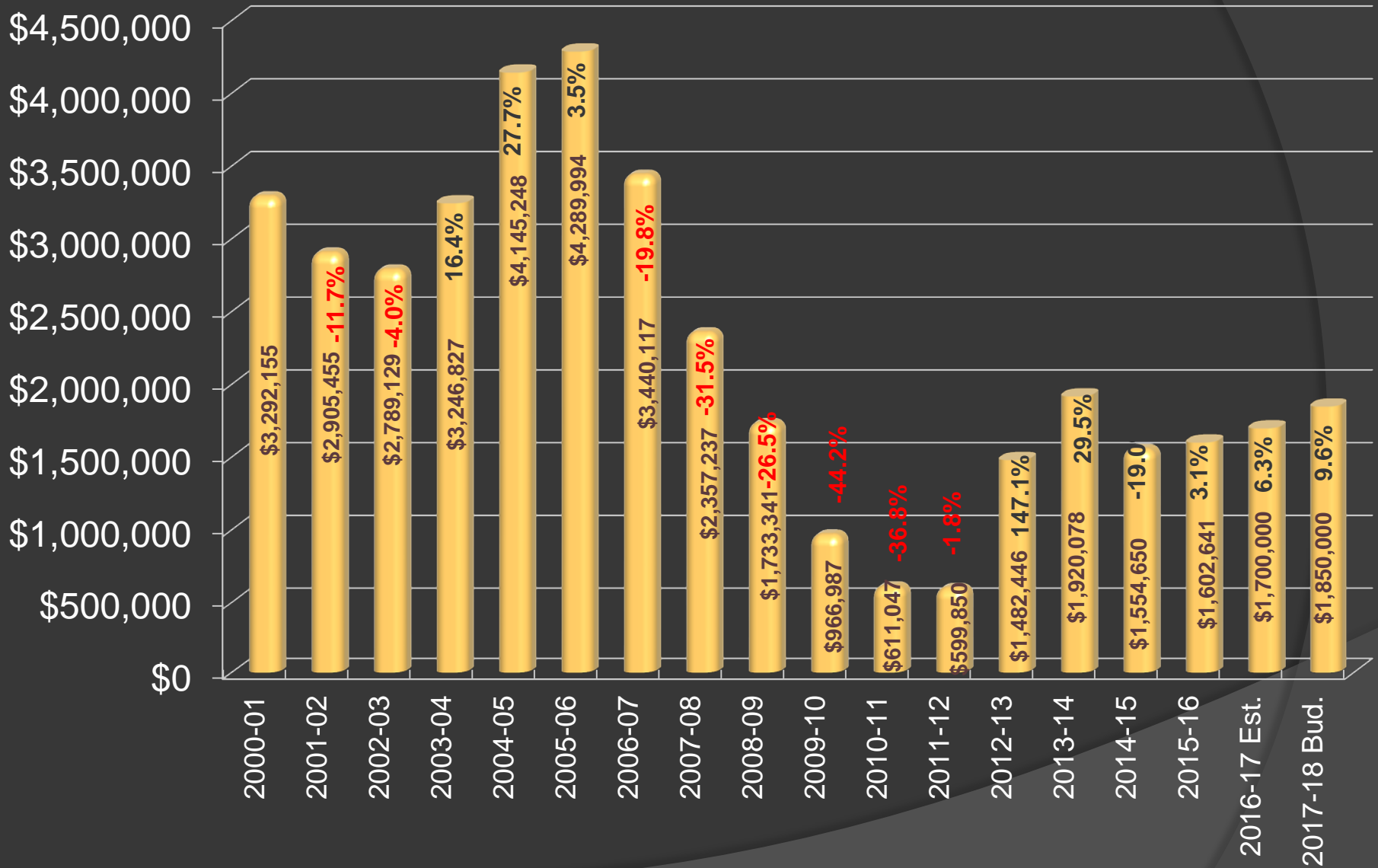
Real Estate Transfer Tax Trend

Indicator of Home Sales Within the School District



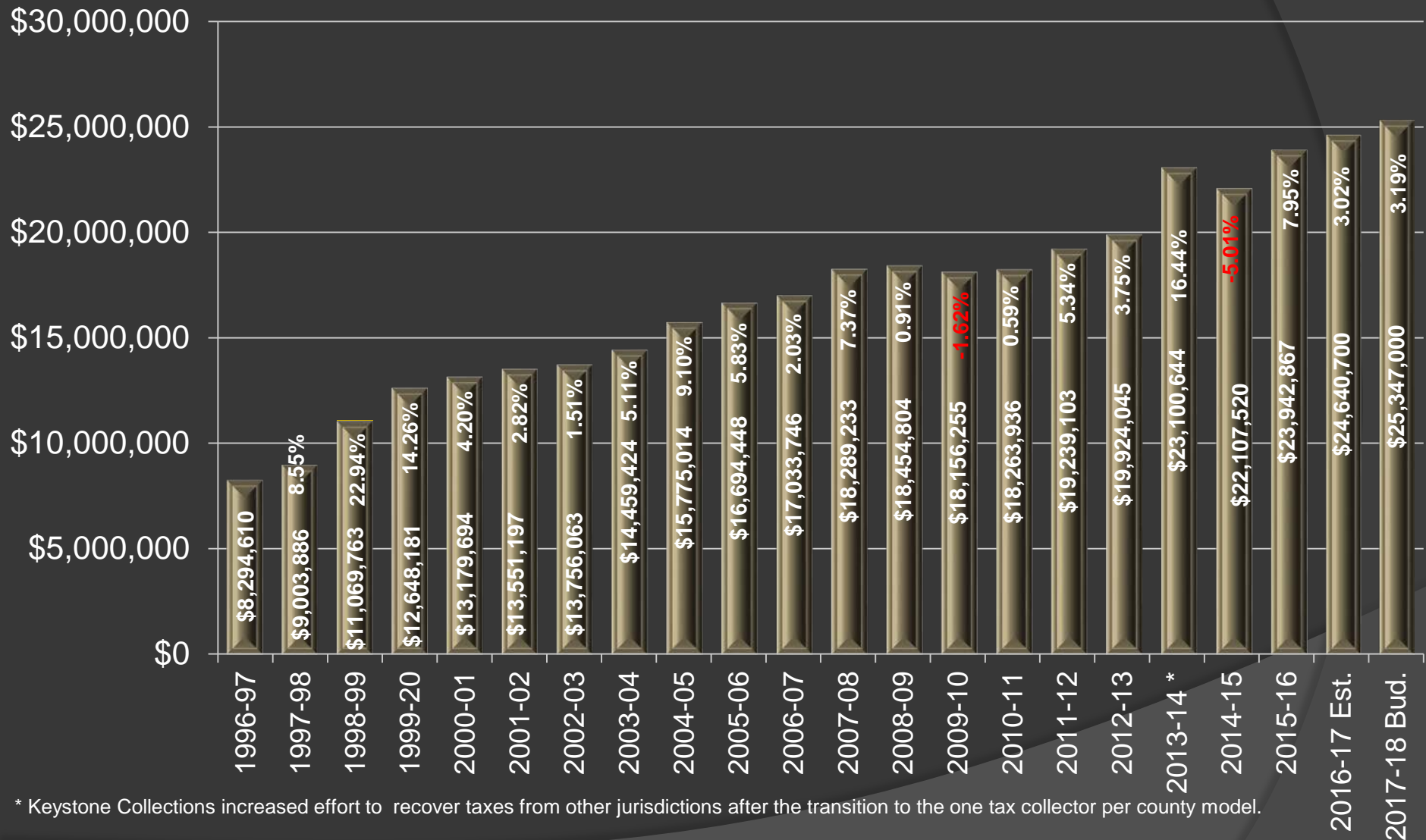
Interim Real Estate Tax Trend

Indicator of Real Estate Construction Growth Within the School District



Earned Income Tax Trend

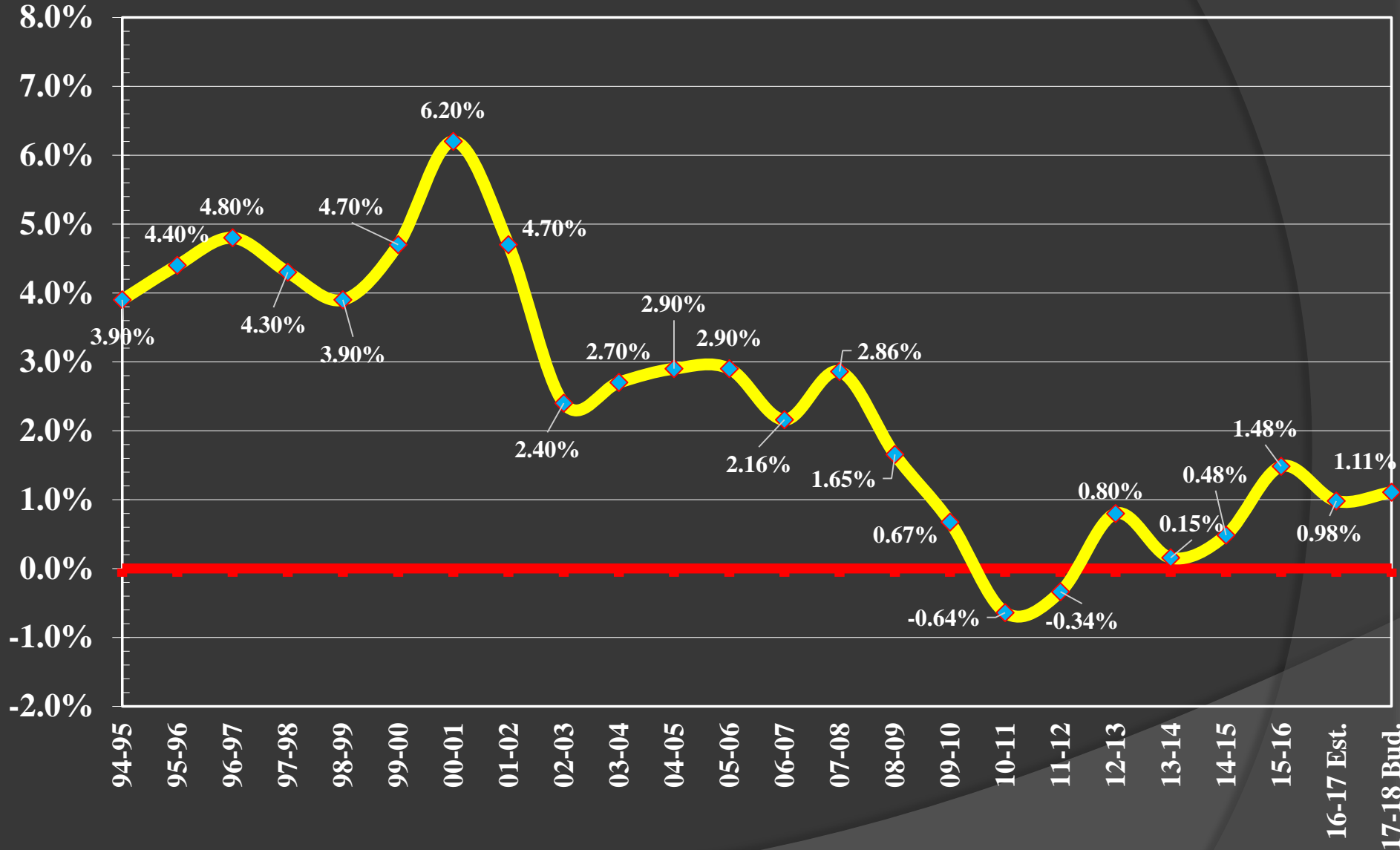
Tax on Local Wage Earners. Indicator of Wage Growth and Employment Growth.



* Keystone Collections increased effort to recover taxes from other jurisdictions after the transition to the one tax collector per county model.

Real Estate Assessed Value Trend

Shows the general change in real estate value within a community



Local Sources of Revenue for CBSD

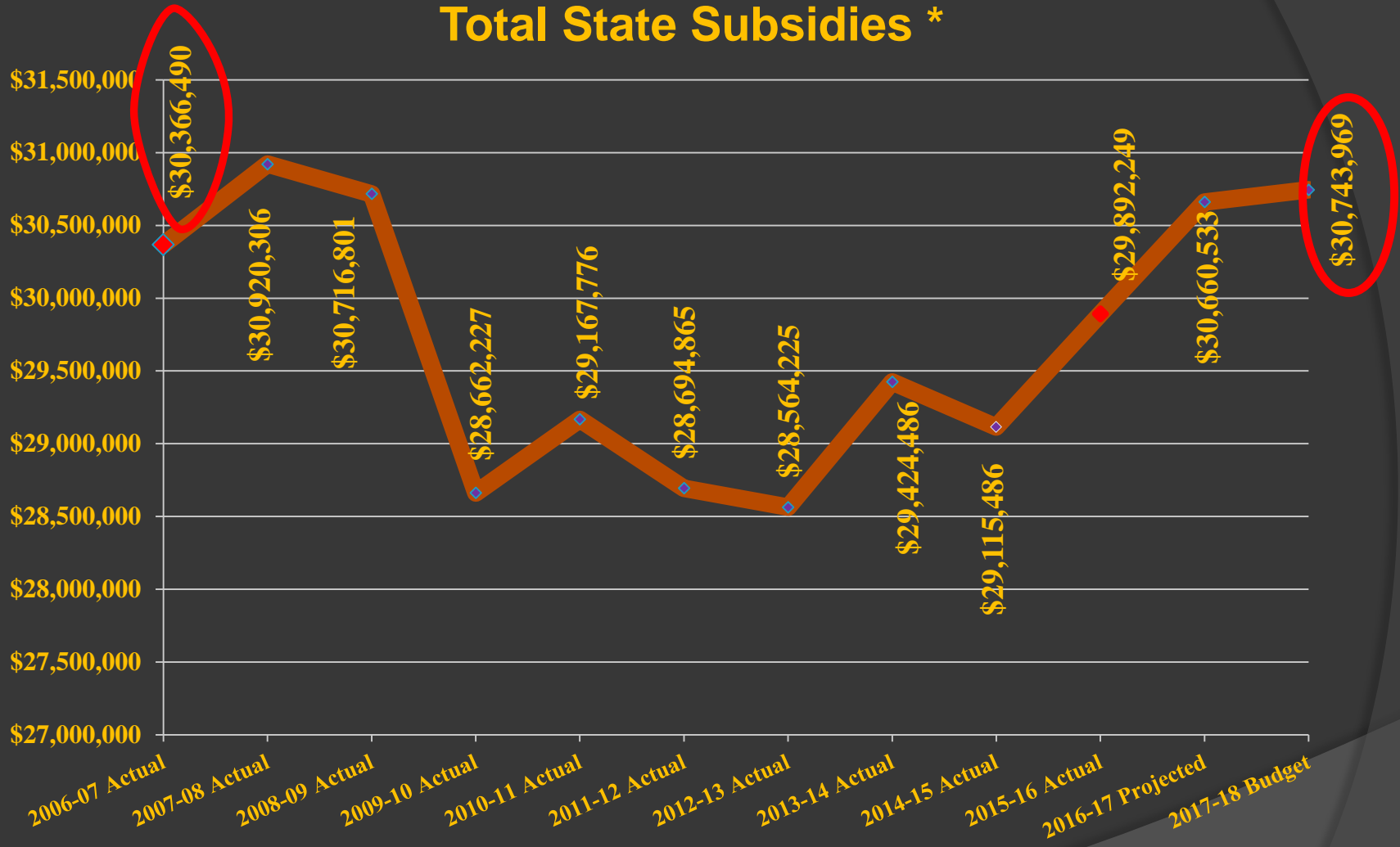
Description	2017-18 Budget	2016-17 Projection	Projection \$ Change	Projection % Change
CURRENT REAL ESTATE TAXES (assessment growth)	214,977,093	212,659,109	2,317,984	1.1%
INTERIM REAL ESTATE TAXES	1,850,000	1,700,000	150,000	8.8%
EARNED INCOME TAX	25,347,000	23,940,700	1,406,300	5.9%
REAL ESTATE TRANSFER TAX	6,000,000	5,450,000	550,000	10.1%
DELINQUENCIES ON REAL ESTATE TAXES	2,583,664	2,604,500	-20,836	-0.8%
DELINQUENCIES ON EARNED INCOME TAXES	688,100	700,000	-11,900	-1.7%
INTEREST EARNINGS, TEMP DEPOSITS	1,166,200	700,000	466,200	66.6%
I.D.E.A. FUNDS FROM I.U.#22	2,493,160	2,480,756	12,404	0.5%
TUITION FOR INCARCERATED STUDENTS	378,750	375,000	3,750	1.0%
COMMUNITY SCHOOL PROGRAMS	3,882,650	3,805,000	77,650	2.0%
ALL OTHER LOCAL REVENUES	1,331,039	1,644,771	-313,732	-19.1%
Local Revenue Totals	\$260,697,656	\$256,059,836	\$4,637,820	1.8%

State Sources of Revenue for CBSD

Description	2017-18	2016-17	Projection \$	Projection %
	Budget	Projection	Change	Change
Basic Instructional Subsidy	18,078,119	17,700,177	377,942	2.1%
Tuition, Wards of State and Foster Care Students	225,000	250,000	-25,000	-10.0%
Special Educ./Except. Pupils	7,208,225	7,131,934	76,291	1.1%
Misc. State Grants	0	0	0	0.0%
Accountability Block Grant <small>(incorporated into Basic Instructional Subsidy)</small>	1,024,042	1,024,042	0	0.0%
Transportation	3,167,437	3,443,101	-275,664	-8.0%
Rental & Sinking Fund Reimb.	671,147	741,279	-70,132	-9.5%
Health Services	370,000	370,000	0	0.0%
Gambling Proceeds for R.E. Tax Reduction	6,042,074	6,042,074	0	0.0%
Social Security Payments Reimbursement	5,830,027	5,491,561	338,466	6.2%
Retirement Payments Reimbursement	25,318,831	22,643,224	2,675,607	11.8%
State Revenue Totals	\$67,934,902	\$64,837,392	\$3,097,510	4.8%

Historical State Revenue for CBSD

Total State Subsidies *



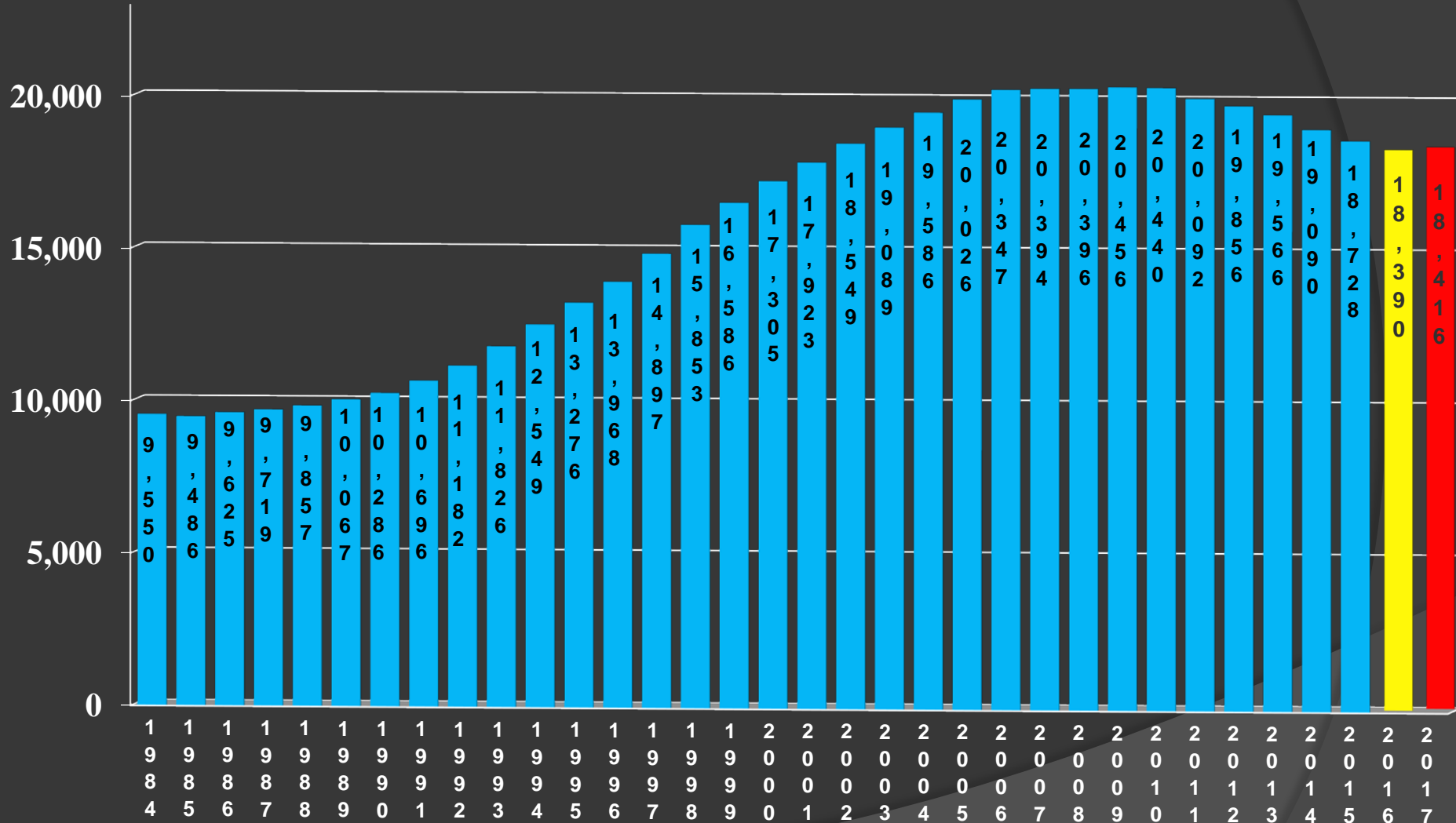
Federal and Other Sources of Revenue for CBSD

Description	2017-18	2016-17	Projection \$	Projection %
	Budget	Projection	Change	Change
Title 1 Reading and Math	642,005	629,417	12,588	2.0%
Title 2 Staff and Curriculum Development	0	276,192	-276,192	-100.0%
Title 3 Limited English Proficiency	53,208	52,943	265	0.5%
Medical Assistance Reimbursement (ACCESS)	1,092,500	1,150,000	-57,500	-5.0%
Administrative Reimbursement for ACCESS	44,550	45,000	-450	-1.0%
Other Federal revenue	7,119	7,119	0	0.0%
Other Revenue (use of Fund Balance)	1,390,519	0	1,390,519	#DIV/0!
Federal and Other Revenue Totals	\$3,229,901	\$2,160,671	\$1,069,230	49.5%
Total of All Revenue	\$331,862,459	\$323,057,899	\$8,804,560	2.7%

Expenses

CBSD Enrollment

Enrollment is Expected to Continue to Decline Over the Next Several Years



■ CBSD enrollment October, 1st each year

■ Current Year

■ Projections

Projected Staffing for 2017-18

Description	FTE's	\$ Per FTE	Total
•English Language Learners (ELL) Teacher and Aide	1	\$135,000	\$135,000
•Teacher professional development position focused on technology 2.0 FTE	2	\$125,000	\$250,000
•Special Education: add 5 FTE's for program needs	5	\$95,000	\$475,000
•Expand middle school sports grade 9 (soccer, baseball/softball, basketball)	1	\$150,000	\$150,000
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•Add April Middle School Schedule Changes, (15 positions)	15	\$75,000	\$1,125,000
•Grand Total all positions as of 4/19/2017			\$2,167,000

Expense Summary

Category	2017-18	2016-17	% Change
	Budget	Projected Actual	
Salaries	157,481,003	152,465,889	3.29%
Employee Benefits	96,760,182	86,945,272	11.29%
Prof. Services, Special Ed OT/PT., EIT Tax, Legal	5,293,305	5,120,176	3.38%
Electricity, Rentals, Repairs, Field Maintenance, Painting	6,557,256	6,683,500	-1.89%
Contracted Services, Transp., MBIT, IU, Charter Sch	21,169,857	20,593,186	2.80%
Text books, Supplies, Natural Gas, Diesel, Heating Oil	7,137,203	7,171,220	-0.47%
Equipment	800,651	765,203	4.63%
Interest Payments on Bonds	3,683,002	4,135,101	-10.93%
Debt Principal, Buses, Technology, Building Renovations	32,980,000	34,005,000	-3.01%
Total budget	\$331,862,458	\$317,884,547	4.40%

Revenue and Expense Summary

Central Bucks School District

Concise Summary Report

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Actual FY 2014-15	Actual FY 2015-16	Proj. Actual FY 2016-17	Budget FY 2017-18	Forecast FY 2018-19	Forecast FY 2019-20	Forecast FY 2020-21	Forecast FY 2021-22
REVENUES											
Real Estate Taxes	201,105,788	204,609,760	204,833,919	210,319,089	212,579,896	214,628,871	217,104,948	217,791,101	219,804,978	221,836,992	223,887,308
Act 511 Taxes	22,337,500	23,808,540	27,415,509	26,795,892	28,618,799	29,390,700	31,347,000	32,049,981	32,768,771	33,503,725	34,255,209
Other Local Revenue	11,915,783	11,717,679	11,364,937	11,261,674	11,494,620	12,040,265	12,245,708	12,987,307	13,140,442	14,360,186	14,567,551
Basic Instructional and Operating Subsidies	15,901,473	15,928,828	16,388,802	16,296,886	16,954,618	17,950,177	18,303,119	18,642,181	18,990,725	19,348,670	19,715,960
Revenue for Specific Educational Programs	7,360,291	7,363,102	7,289,294	7,265,957	7,262,128	7,131,934	7,208,225	7,244,266	7,280,487	7,316,890	7,353,474
Other State Revenue	21,997,241	24,748,564	30,365,219	31,894,576	36,698,681	39,755,281	42,423,557	44,570,287	46,627,396	45,791,080	46,681,720
Federal Revenue	1,982,701	2,337,459	1,577,172	2,050,534	1,725,342	2,160,671	1,839,382	1,797,418	1,758,447	1,722,339	1,688,969
Other Financing Sources	492,500	494,465	490,000	12,305,900	22,815		1,390,519				
TOTAL REVENUES	283,093,277	291,008,396	299,724,852	318,190,508	315,356,901	323,057,899	331,862,458	335,082,542	340,371,246	343,879,881	348,150,190
EXPENDITURES											
Salaries and Benefits	183,718,048	190,418,421	196,359,315	210,582,001	221,127,730	239,411,161	254,241,185	264,689,419	275,416,459	279,787,363	287,915,144
Operating Expenses	36,726,602	38,065,884	38,983,156	38,599,641	38,591,231	40,404,992	41,030,926	41,778,110	42,546,750	43,323,925	44,125,563
Debt Service & Transfers	63,237,992	66,110,804	65,088,566	61,077,021	46,359,809	38,068,394	36,590,348	32,324,652	28,122,156	24,307,910	21,611,315
TOTAL EXPENDITURES	283,682,642	294,595,109	300,431,037	310,258,663	306,078,770	317,884,547	331,862,458	338,792,181	346,085,365	347,419,198	353,652,022
NET OPERATING BALANCE	(589,365)	(3,586,713)	(706,185)	7,931,845	9,278,131	5,173,352	0	(3,709,640)	(5,714,119)	(3,539,316)	(5,501,832)

Millage Impact

Millage Calculation

- There is no Proposed Millage Increase
- The Act 1 Real Estate Tax Increase Limit = Base Inflation Index of 2.5% + 1.0% Retirement Exception = 3.5% or 4.3 Mills
- The 2017-18 Proposed Millage Rate is 124.1 mills = 0% Increase
- For the Typical Homeowner Assessed @ 40,000
= $40,000 \times 124.1 \text{ mills} = \$4,964 = \text{no increase}$

Act 1 Tax Index + Exceptions

	Act 1 Index with Allowable Exceptions in Mills	CBSD Millage Rate	Millage Increase	% Increase in the Millage Rate	Status
2007-08	5.9	105.87	3.8	3.47%	Actual
2008-09	5.6	110.50	4.6	4.37%	Actual
2009-10	5.4	114.80	4.3	3.89%	Actual
2010-11	4.7	119.20	4.4	3.83%	Actual
2011-12	3.2	120.80	1.6	1.34%	Actual
2012-13	3.6	122.80	2.0	1.66%	Actual
2013-14	3.4	122.80	0.0	0.00%	Actual
2014-15	4.9	124.10	1.3	1.06%	Actual
2015-16	3.7	124.10	0.0	0.00%	Actual
2016-17	4.3	124.10	0.0	0.00%	Actual
2017-18	4.3	124.10	0.0	0.00%	Proposed

General Trends

- Debt Payments are Declining - Reduces Budget Pressure
- General Inflation is LOW - Reduces Budget Pressure
- Improving Energy Efficiency/Costs - Reduces Budget Pressure
- State Revenues Equal to Pre-Recession Levels
- Health Insurance Expenses, increasing 10.75%
- Retirement Expenses will Increase by 8.5%
- Federal Title 2 funding cut by \$280,000
- May need to use Fund Balance of \$1,390,519 in 2017-18

Summary

- Technology – iPad, Laptop, and Wireless Initiative
- Expand Extra Duty Responsibilities (EDR's) – MS Sports and Clubs
- Meeting the Needs of our Special Education Students
- Expanding the Middle School Curriculum

Next Steps...

◎ Board of School Directors

- Consideration to Publicly Post the 2017-18 Proposed Final Budget of \$332,786,958
 - The State Budget Form will be posted on our website over the next several days
- Consider Final Budget Adoption on June 14th

◎ Superintendent & Cabinet

- Develop Recommendations to Effectively Implement Program Initiatives

CENTRAL BUCKS SCHOOL DISTRICT

**Resolution Authorizing Proposed Final Budget
Display and Advertising**

RESOLVED, by the Board of School Directors of Central Bucks School District, as follows:

1. The School District budget for the 2017-18 fiscal year as presented April 25th, 2017 to the School Board shall be considered the Proposed Final Budget for the 2017-18 fiscal year, and shall be made available for public inspection after this date. The 2017-18 Proposed Final Budget will be updated on form PDE-2028 as soon as the form is available from the state (expected in early May) and will then be made available in that format for public inspection.
2. At least ten (10) days before the date scheduled for adoption of the Final Budget, the Secretary shall advertise the **Final Budget Notice** in substantially the form as presented to the School Board. The Notice shall be advertised once in a newspaper of general circulation and shall be posted conspicuously at the School District offices. The School Board intends to adopt the Final Budget for fiscal year 2017-18 on June 14th, 2017.

CENTRAL BUCKS SCHOOL DISTRICT

Final Budget Notice (Advertising)

NOTICE is given that the Proposed Final Budget for the General Fund of Central Bucks School District for the 2017-18 fiscal year in its most recent form is available for public inspection at the school district offices, 20 Welden Drive, Doylestown, Pennsylvania, and will be presented for adoption as a Final Budget at a school board meeting to be held in the School Board Room of the Education Support Center, 16 Welden Drive, Doylestown, Pennsylvania at 7:30 p.m. on June 14th 2017. The budget may be amended before final adoption.

_____, Secretary

**CERTIFICATION OF USE OF PDE-2028
FOR PUBLIC INSPECTION OF 2017-2018 PROPOSED BUDGET**

24 PS 6-687(a)(1)

(03/2006)

School District Name : Central Bucks SD	County : Bucks	AUN Number : 122092102
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Section 687(a)(1) of the School Code requires the president of the board of school directors of each school district to certify to the Department of Education that the proposed budget was prepared, presented and will be made available for public inspection using the uniform form prepared and furnished by the Department of Education.

I hereby certify that the above information is accurate and complete.

SIGNATURE OF SCHOOL BOARD PRESIDENT	DATE
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DUE DATE: IMMEDIATELY FOLLOWING
ADOPTION OF PROPOSED
FINAL GENERAL FUND BUDGET

Central Bucks School District

Expenditure By Program - PDE-2028 Format



Budget FY 2017-18	Forecast FY 2018-19	Forecast FY 2019-20	Forecast FY 2020-21	Forecast FY 2021-22	Historical Change
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EXPENDITURES BY PROGRAM

REGULAR PROGRAMS - 1100						
100 Personnel Services - Salaries	85,548,049	88,096,828	90,729,347	93,266,613	95,875,365	
200 Personnel Services - Employee Benefits	50,429,563	53,554,952	56,668,628	56,525,493	58,342,836	
300 Purchased Professional & Technical Services	54,727	55,822	56,938	58,077	59,239	
400 Purchased Property Services	639,286	652,072	665,113	678,415	691,984	
500 Other Purchased Services	1,056,239	1,077,363	1,098,911	1,120,889	1,143,307	
600 Supplies	2,104,560	2,146,652	2,189,585	2,233,376	2,278,044	
700 Property	260,640	265,852	271,169	276,593	282,125	
800 Other Objects	5,651	5,764	5,879	5,997	6,117	
Total Regular Programs	140,098,715	145,855,305	151,685,570	154,165,453	158,679,014	

SPECIAL PROGRAMS - 1200						
100 Personnel Services - Salaries	23,075,037	23,777,171	24,517,175	25,241,440	25,987,409	
200 Personnel Services - Employee Benefits	15,472,054	16,402,918	17,352,191	17,407,216	18,008,030	
300 Purchased Professional & Technical Services	2,977,650	3,023,568	3,070,268	3,117,764	3,166,071	
400 Purchased Property Services	5,100	5,202	5,306	5,412	5,520	
500 Other Purchased Services	1,532,777	1,563,433	1,594,702	1,626,596	1,659,128	
600 Supplies	208,306	212,472	216,722	221,056	225,477	
700 Property	73,695	75,169	76,672	78,206	79,770	
800 Other Objects	1,020	1,040	1,061	1,082	1,104	
Total Special Programs	43,345,640	45,060,973	46,834,098	47,698,772	49,132,510	

VOCATIONAL PROGRAMS - 1300						
100 Personnel Services - Salaries						
200 Personnel Services - Employee Benefits						
300 Purchased Professional & Technical Services						
400 Purchased Property Services						
500 Other Purchased Services	4,942,794	5,041,650	5,142,483	5,245,333	5,350,239	
600 Supplies						
700 Property						
800 Other Objects						
Total Vocational Programs	4,942,794	5,041,650	5,142,483	5,245,333	5,350,239	

Budget FY 2017-18	Forecast FY 2018-19	Forecast FY 2019-20	Forecast FY 2020-21	Forecast FY 2021-22	Historical Change
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OTHER INSTRUCTIONAL PROGRAMS - 1400						
100 Personnel Services - Salaries	716,660	736,244	756,448	775,960	796,006	
200 Personnel Services - Employee Benefits	399,759	424,286	448,512	445,813	459,321	
300 Purchased Professional & Technical Services	87,210	88,954	90,733	92,548	94,399	
400 Purchased Property Services						
500 Other Purchased Services	2,074,680	2,116,174	2,158,497	2,201,667	2,245,700	
600 Supplies	30,000	30,600	31,212	31,836	32,473	
700 Property						
800 Other Objects						
Total Other Instructional Programs	3,308,309	3,396,257	3,485,403	3,547,825	3,627,899	

NONPUBLIC SCHOOL PROGRAMS - 1500						
100 Personnel Services - Salaries						
200 Personnel Services - Employee Benefits						
300 Purchased Professional & Technical Services						
400 Purchased Property Services						
500 Other Purchased Services						
600 Supplies						
700 Property						
800 Other Objects						
Total NonPublic School Programs						

ADULT EDUCATION PROGRAMS - 1600						
100 Personnel Services - Salaries						
200 Personnel Services - Employee Benefits						
300 Purchased Professional & Technical Services						
400 Purchased Property Services						
500 Other Purchased Services						
600 Supplies						
700 Property						
800 Other Objects						
Total Adult Education Programs						

PUPIL PERSONNEL SERVICES - 2100						
100 Personnel Services - Salaries	8,485,598	8,741,664	9,007,230	9,256,076	9,511,832	
200 Personnel Services - Employee Benefits	5,521,761	5,854,721	6,189,513	6,193,099	6,393,504	

	Budget FY 2017-18	Forecast FY 2018-19	Forecast FY 2019-20	Forecast FY 2020-21	Forecast FY 2021-22	Historical Change
300 Purchased Professional & Technical Services	85,680	87,394	89,141	90,924	92,743	
400 Purchased Property Services	1,020	1,040	1,061	1,082	1,104	
500 Other Purchased Services	1,750	1,785	1,821	1,857	1,895	
600 Supplies	79,265	80,850	82,467	84,116	85,798	
700 Property						
800 Other Objects						
Total Pupil Personnel Services	14,175,074	14,767,455	15,371,233	15,627,155	16,086,876	

INSTRUCTIONAL STAFF SERVICES - 2200

100 Personnel Services - Salaries	6,989,337	7,200,946	7,422,834	7,624,577	7,832,037	
200 Personnel Services - Employee Benefits	4,500,056	4,767,367	5,035,339	5,030,336	5,185,579	
300 Purchased Professional & Technical Services	48,613	49,585	50,577	51,589	52,620	
400 Purchased Property Services	41,461	42,290	43,136	43,999	44,879	
500 Other Purchased Services	242,305	247,151	252,094	257,136	262,278	
600 Supplies	382,146	389,789	397,585	405,536	413,647	
700 Property	118,809	121,185	123,609	126,081	128,603	
800 Other Objects	8,762	8,937	9,116	9,298	9,484	
Total Instructional Staff Services	12,331,488	12,827,250	13,334,289	13,548,551	13,929,127	

ADMINISTRATIVE SERVICES - 2300

100 Personnel Services - Salaries	8,961,867	9,224,516	9,499,824	9,713,139	9,931,428	
200 Personnel Services - Employee Benefits	5,103,516	5,416,955	5,729,087	5,682,760	5,839,240	
300 Purchased Professional & Technical Services	1,017,696	1,032,333	1,052,980	1,068,151	1,092,488	
400 Purchased Property Services	22,542	22,993	23,453	23,922	24,400	
500 Other Purchased Services	388,014	395,774	403,690	411,764	419,999	
600 Supplies	120,175	122,578	125,030	127,530	130,081	
700 Property	24,735	25,230	25,734	26,249	26,774	
800 Other Objects	49,214	50,199	51,203	52,227	53,271	
Total Administrative Services	15,687,759	16,290,578	16,911,000	17,105,741	17,517,681	

PUPIL HEALTH - 2400

100 Personnel Services - Salaries	2,592,917	2,676,203	2,765,026	2,853,666	2,945,208	
200 Personnel Services - Employee Benefits	1,612,134	1,712,721	1,814,679	1,817,691	1,880,970	
300 Purchased Professional & Technical Services	56,610	57,742	58,897	60,075	61,276	
400 Purchased Property Services	1,530	1,561	1,592	1,624	1,656	
500 Other Purchased Services	1,122	1,144	1,167	1,191	1,214	
600 Supplies	56,478	57,607	58,759	59,934	61,133	

	Budget FY 2017-18	Forecast FY 2018-19	Forecast FY 2019-20	Forecast FY 2020-21	Forecast FY 2021-22	Historical Change
700 Property	19,380	19,768	20,163	20,566	20,978	
800 Other Objects	102	104	106	108	110	
Total Pupil Health	4,340,272	4,526,850	4,720,389	4,814,854	4,972,546	

BUSINESS SERVICES - 2500

100 Personnel Services - Salaries	1,009,538	1,038,753	1,069,221	1,092,415	1,116,125	
200 Personnel Services - Employee Benefits	602,446	639,100	675,681	671,352	689,972	
300 Purchased Professional & Technical Services	29,070	29,651	30,244	30,849	31,466	
400 Purchased Property Services	9,486	9,676	9,869	10,067	10,268	
500 Other Purchased Services	18,870	19,247	19,632	20,025	20,425	
600 Supplies	18,216	18,580	18,952	19,331	19,718	
700 Property	1,836	1,873	1,910	1,948	1,987	
800 Other Objects	3,366	3,433	3,502	3,572	3,643	
Total Business Services	1,692,828	1,760,315	1,829,012	1,849,559	1,893,606	

OPERATION AND MAINTENANCE OF PLANT SERVICES - 2600

100 Personnel Services - Salaries	9,367,473	9,532,603	9,763,622	9,931,377	10,102,750	
200 Personnel Services - Employee Benefits	6,148,121	6,471,871	6,822,974	6,795,538	6,985,509	
300 Purchased Professional & Technical Services						
400 Purchased Property Services	5,012,854	5,060,064	5,108,218	5,157,335	5,207,434	
500 Other Purchased Services	559,783	570,979	582,399	594,047	605,928	
600 Supplies	2,855,464	2,912,573	2,970,825	3,030,241	3,090,846	
700 Property	100,900	102,011	103,849	105,097	106,363	
800 Other Objects	3,978	4,058	4,139	4,221	4,306	
Total Operation and Maintenance of Plant Services	24,048,574	24,654,158	25,356,025	25,617,857	26,103,136	

STUDENT TRANSPORTATION SERVICES - 2700

100 Personnel Services - Salaries	5,443,435	5,603,267	5,769,312	5,937,695	6,111,063	
200 Personnel Services - Employee Benefits	4,320,346	4,564,157	4,813,189	4,848,612	5,014,306	
300 Purchased Professional & Technical Services	2,911	2,969	3,029	3,089	3,151	
400 Purchased Property Services	170,561	173,325	176,144	179,020	181,953	
500 Other Purchased Services	9,638,943	9,831,722	10,028,356	10,228,923	10,433,502	
600 Supplies	578,200	589,764	601,559	613,590	625,862	
700 Property	60,100	61,302	62,528	63,779	65,054	
800 Other Objects	561	572	584	595	607	
Total Student Transportation Services	20,215,056	20,827,078	21,454,701	21,875,305	22,435,499	

	Budget FY 2017-18	Forecast FY 2018-19	Forecast FY 2019-20	Forecast FY 2020-21	Forecast FY 2021-22	Historical Change
CENTRAL & OTHER SUPPORT SERVICES - 2800						
100 Personnel Services - Salaries	858,161	883,364	909,752	931,029	952,846	
200 Personnel Services - Employee Benefits	521,786	553,560	585,418	582,779	599,792	
300 Purchased Professional & Technical Services	203,689	208,433	213,499	218,482	223,770	
400 Purchased Property Services	647,500	660,450	673,659	687,132	700,875	
500 Other Purchased Services	406,674	414,807	423,104	431,566	440,197	
600 Supplies	55,908	57,026	58,166	59,330	60,516	
700 Property	42,840	43,697	44,571	45,462	46,371	
800 Other Objects						
Total Central & Other Support Services	2,736,558	2,821,337	2,908,168	2,955,780	3,024,368	
OTHER SUPPORT SERVICES - 2900						
100 Personnel Services - Salaries						
200 Personnel Services - Employee Benefits						
300 Purchased Professional & Technical Services						
400 Purchased Property Services						
500 Other Purchased Services	240,400	245,208	250,112	255,114	260,217	
600 Supplies						
700 Property						
800 Other Objects						
Total Other Support Services	240,400	245,208	250,112	255,114	260,217	
STUDENT ACTIVITIES - 3200						
100 Personnel Services - Salaries	2,206,671	2,255,853	2,306,418	2,355,920	2,406,507	
200 Personnel Services - Employee Benefits	998,319	1,058,952	1,116,409	1,094,689	1,120,411	
300 Purchased Professional & Technical Services	643,049	655,910	669,028	682,408	696,057	
400 Purchased Property Services						
500 Other Purchased Services	31,416	32,044	32,685	33,339	34,006	
600 Supplies	358,002	365,011	372,160	379,451	386,887	
700 Property	90,066	91,867	93,705	95,579	97,490	
800 Other Objects						
Total Student Activities	4,327,523	4,459,638	4,590,404	4,641,386	4,741,358	
COMMUNITY SERVICES - 3300						
100 Personnel Services - Salaries	2,226,259	2,296,200	2,371,266	2,443,937	2,518,881	
200 Personnel Services - Employee Benefits	1,130,320	1,204,246	1,277,364	1,268,139	1,308,215	
300 Purchased Professional & Technical Services	86,400	88,128	89,891	91,688	93,522	

	Budget FY 2017-18	Forecast FY 2018-19	Forecast FY 2019-20	Forecast FY 2020-21	Forecast FY 2021-22	Historical Change
400 Purchased Property Services	5,916	6,034	6,155	6,278	6,404	
500 Other Purchased Services	34,089	34,771	35,466	36,176	36,899	
600 Supplies	290,485	296,295	302,221	308,265	314,430	
700 Property	7,650	7,803	7,959	8,118	8,281	
800 Other Objects	204	208	212	216	221	
Total Community Services	3,781,323	3,933,685	4,090,534	4,162,818	4,286,852	
DEBT SERVICE - 5100						
800 Other Objects	3,610,144	3,109,444	2,636,944	2,192,694	1,851,094	
900 Other Financing Uses	10,980,000	9,915,000	8,885,000	7,215,000	5,860,000	
Total Debt Service	14,590,144	13,024,444	11,521,944	9,407,694	7,711,094	
INTERFUND TRANSFERS - 5200						
800 Other Objects						
900 Other Financing Uses	22,000,000	19,300,000	16,600,000	14,900,000	13,900,000	
Total Interfund Transfers	22,000,000	19,300,000	16,600,000	14,900,000	13,900,000	
BUDGETARY RESERVE - 5900						
100 Personnel Services - Salaries						
200 Personnel Services - Employee Benefits						
300 Purchased Professional & Technical Services						
400 Purchased Property Services						
500 Other Purchased Services						
600 Supplies						
700 Property						
800 Other Objects						
900 Other Financing Uses						
Total Budgetary Reserve						
TOTAL EXPENDITURES	331,862,458	338,792,181	346,085,365	347,419,198	353,652,022	



pennsylvania
DEPARTMENT OF EDUCATION

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 MARKET STREET
HARRISBURG, PA 17126-0333
www.education.pa.gov

**Food Service Management Company (FSMC)
Renewal Year FIXED PRICE Contract**

**Central Bucks School District
122-09-210-2**

July 1, (2017) to June 30, (2018)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

Any School Food Authority (SFA) selecting to renew a contract with their current FSMC must prepare a Renewal Year Contract utilizing this document which may not be re-typed or changed in any way. Addendums to the renewal year contract are not permitted. Should the SFA and FSMC enter into any addendum, the Division of Food and Nutrition (DFN) will not review the addendum and the language in this document prevails as binding.

Division of Food and Nutrition Final Approval Date: ____/____/____

For DFN use only:

Agreement Page

This bidder certifies that he/she shall operate in accordance with all applicable State and Federal regulations.

This bidder certifies that all terms and conditions within the Bid Solicitation shall be considered a part of the contract as if incorporated therein.

This Agreement shall be in effect for one year starting July 1, 2017 and may be renewed by mutual agreement for up to 1 additional one-year period(s).

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representative the day and year.

Central Bucks School District

Enter SFA Here

Aramark Educational Services, LLC

Enter FSMC Here

Signature (**in blue ink only**) of Authorized Representative

Signature (**in blue ink only**) of Authorized Representative

John Kopicki

Printed Name of Authorized Representative

Mark R. Adams

Printed Name of Authorized Representative

Superintendent
Title

Vice President, Finance
Title

Date Signed

Date Signed

Attest (in blue ink only)

Attest (in blue ink only)

For DFN use only:

SFA Renewal Certification of Acknowledgement

Please initial below next to each statement certifying that you have read and fully understand the contents of this contract.

- A. I certify that I, **John J. Kopicki**, on behalf of **Central Bucks School District**, have read and fully understand the contents of this contract. I understand that the SFA must maintain oversight of the food service operations and that these responsibilities will not be delegated to the FSMC. I also understand that the SFA is responsible for closely monitoring the FSMC contract and the FSMC's daily activities.

Initial Here: _____

- B. I certify that I have chosen a **Fixed Price contract**, and will follow the according procedures.

Initial Here: _____

- C. I certify that I will not enter into an agreement with an FSMC that has a real or apparent conflict of interest. This includes FSMCs that provide recommendations, develop or draft specifications, requirements, statements of work, requests for proposals, contract terms and conditions, or other documents for use in conducting procurement.

Initial Here: _____

- D. I certify that I, nor any employees (including School Board Members) of **Central Bucks School District**, will not solicit or accept donations, gratuities, nor favors from current or potential FSMCs (i.e. gifts, golf outings, meals, etc.).

Initial Here: _____

- E. I certify that the **Central Bucks School District** has a written Code of Conduct that addresses conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts, and will make sure all employees are aware of said standards.

Initial Here: _____

- F. I have read and understand what the allowable costs are for all of the applicable CN programs.

Initial Here: _____

- G. I certify that **Central Bucks School District** will be legally responsible for the conduct of the food service program, and shall supervise the food service operations in such manner as will ensure compliance with the rules and regulations of PDE and the USDA regarding each of the CN programs covered by this contract.

Initial Here: _____

For DFN use only:

H. I certify that all food service employees and those responsible for the oversight of the contract and FSMC's operations meet the minimum Professional Standards requirements.

Initial Here: _____

I. I certify that **Central Bucks School District** shall retain control of the CN programs' food service account, signature authority, and overall financial responsibility for the CN programs. This includes access to the PEARS account, COMPASS or PrimeroEdge Student Eligibility System.

Initial Here: _____

J. I certify that the CN programs are the responsibility of **Central Bucks School District** and **Central Bucks School District** is responsible for all contractual agreements entered into in connection with the CN programs.

Initial Here: _____

K. I certify that **Central Bucks School District** will be responsible for determining student eligibility for all applicable programs and that **Aramark Educational Services, LLC** will have no involvement in the process.

Initial Here: _____

L. I certify that **Central Bucks School District** will retain all records for the current year plus the three prior years.

Initial Here: _____

M. I certify that all food will be in compliance with the current meal standards and Local Wellness Policy.

Initial Here: _____

N. I certify that **Central Bucks School District** will monitor **Aramark Educational Services, LLC** in order to ensure compliance with USDA regulations.

Initial Here: _____

O. I certify that **Central Bucks School District** will create an advisory board composed of students, teachers, and parents to assist in menu planning.

Initial Here: _____

P. I certify that **Central Bucks School District** will not delegate any of the above responsibilities to the FSMC.

Initial Here: _____

For DFN use only:

Q. I hereby certify that neither **Central Bucks School District** nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

Initial Here: _____

R. I further certify that neither **Central Bucks School District** nor any of its principals /authorized representatives has a reported criminal background that would affect the receipt of Federal funds.

Initial Here: _____

S. I certify that **Aramark Educational Services, LLC** is not a paid consultant or contractor with **Central Bucks School District**.

Initial Here: _____

I certify under penalty of perjury that the information on these forms is true and correct, and that I will immediately report to the state agency any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The state agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of **Central Bucks School District**, I hereby agree to comply with all state and federal laws and regulations governing the CN programs administered by the state agency. In accordance with Federal law and USDA policy, **Central Bucks School District** does not discriminate on the bases of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Name Printed: John J. Kopicki

Title: Superintendent

Signature: _____
(in blue ink only)

Date: _____

For DFN use only:

FSMC Certification of Acknowledgement

Please initial below next to each statement certifying that you have read and fully understand the contents of this contract.

- A. I certify that I, **Mark R. Adams**, on behalf of **Aramark Educational Services, LLC**, have read and fully understand the contents of this contract.

Initial Here: _____

- B. I certify that I, nor any of the employees of **Aramark Educational Services, LLC**, have not received any solicitations from any **Central Bucks School District** employee. In addition, I certify that no gifts, donations, or anything of monetary value (i.e. golf outings, meals, etc.) have been provided.

Initial Here: _____

- C. I certify that employees of **Aramark Educational Services, LLC** will be trained to understand and comply with all necessary trainings including the current written Code of Conduct authored by **Central Bucks School District**.

Initial Here: _____

- D. I certify that all of **Aramark Educational Services, LLC** food service employees meet the minimum Professional Standards requirements.

Initial Here: _____

- E. I certify that **Central Bucks School District** will be legally responsible for the conduct of the food service program, and shall have access to all necessary documents, which will be maintained onsite, including but not limited to all contracts with vendors so that they may supervise the food service operations in such manner as will ensure compliance with the rules and regulations of PDE and the USDA regarding each of the CN programs covered by this contract.

Initial Here: _____

- F. I certify that **Aramark Educational Services, LLCe** will not have control of the CN programs' food service account, signature authority, and overall financial responsibility for the CN programs. This includes access to the PEARS account, COMPASS or the PrimeroEdge Student Eligibility System.

Initial Here: _____

- G. I certify that **Central Bucks School District** will be responsible for determining student eligibility for all applicable programs and that **Aramark Educational Services, LLC** will have no involvement in the process.

Initial Here: _____

For DFN use only:

H. I certify that all food will be in compliance with the current meal standards and Local Wellness Policy.

Initial Here: _____

I. I hereby certify that neither **Aramark Educational Services, LLC** nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

Initial Here: _____

J. I further certify that neither **Aramark Educational Services, LLC** nor any of its principals /authorized representatives has a reported criminal background that would affect the receipt of this Federal Award.

Initial Here: _____

K. I certify that **Aramark Educational Services, LLC** is not a paid consultant or contractor with **Central Bucks School District**.

Initial Here: _____

I certify under penalty of perjury that the information on these forms is true and correct, and that I will immediately report to the SFA any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The state agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of **Aramark Educational Services, LLC**, I hereby agree to comply with all state and federal laws and regulations governing the CN programs administered by the state agency. In accordance with Federal law and USDA policy, **Aramark Educational Services, LLC** does not discriminate on the bases of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Name Printed: Mark R. Adams

Title: Vice President, Finance

Signature: _____
(in blue in only)

Date: _____

For DFN use only:

Acknowledgement of Personnel Relationships

Yes **No (choose one)**, the **Central Bucks School District** employs the same person/people that is/ are employee(s) of the **Aramark Educational Services, LLC**.

If Yes we the undersigned certify that the employee(s):

- Does/will not have a real or apparent conflict of interest.
- Does/will not participate in the selection, award, or administration of the contract.
- Does/will not have access to or control of the food service financial account.
- Does/will not be involved in the establishment of the selling prices for all reimbursable and non-reimbursable meals, a la carte items, adult meals, catering, or vending items.
- Does/will not have access to CN PEARS, COMPASS, or the PrimeroEdge Student Eligibility System.
- Does/will not be involved in the completion, distribution or collection of the parent letters and household applications for free and reduced price meals.
- Does/will not be involved in the determination or verification of eligibility for free and reduced price meals.

Employee Name	SFA Position Title and Job Duties	FSMC Position Title and Job Duties
Laurie Monica	Elem. Sch. Age Child Care	Line Production Staff Member
Mary Mullen	Elem. Sch. Age Child Care	Line Production Staff Member
Dawn Hood	Elem. Sch. Age Child Care	Line Production Staff Member
-	-	-

Central Bucks School District

SFA

Aramark Educational Services, LLC

FSMC

Signature (in blue ink only) of Authorized Representative

Signature (in blue ink only) of Authorized Representative

John Kopicki

Printed Name of Authorized Representative

Mark R. Adams

Printed Name of Authorized Representative

Superintendent
Title

Vice President, Finance
Title

Date Signed

Date Signed

For DFN use only:

Certification Regarding Debarment and Suspension

This certification is required by the regulations implementing Executive Order 12549 and 112689, "Debarment and Suspension" (2 CFR 180).

- (1) The prospective participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Aramark Educational Services, LLC

Enter FSMC Here

Mark R. Adams, Vice President, Finance

Names(s) and Title(s) of Authorized Representative(s) of the FSMC

Signature(s) (in blue ink only)

Date

For DFN use only:

Clean Air and Water Certificate

Applicable if the contract exceeds \$100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(d)) and is listed by the Environmental Protection Agency (EPA) or the contract is not otherwise exempt. Both the School Food Authority (SFA) and Food Service Management Company (offeror) shall execute this Certificate.

Central Bucks School District

Aramark Educational Services, LLC

Enter SFA Here

Enter FSMC Here

THE FOOD SERVICE MANAGEMENT COMPANY AGREES AS FOLLOWS:

- A. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.
- B. That no portion of the work required by this prime contract will be performed in a facility listed on the EPA List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.
- C. To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.
- D. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

- A. The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).
- B. The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).
- C. The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).
- D. The term "Clean Water Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).
- A. The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.
- B. The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the Food Service Management Company.

	Vice President, Finance.	
Signature (in blue ink only) of FSMC's Authorized Representative	Title	Date

	Superintendent	
Signature (in blue ink only) of SFA's Authorized Representative	Title	Date

For DFN use only:

CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Aramark Education Services

1101 Market Street

Philadelphia, PA 19107

Name/Address of Organization (FSMC)

Name/Title of Submitting Official

Mark R. Adams, Vice President, Finance

Signature (in blue ink only)

Date

For DFN use only:

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

<p>1. Type of Federal Action: _____ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action: _____ a. bid/offer/ application b. initial award c. post-award</p>	<p>3. Report Type: _____ a. initial filing b. material change For Material Change Only: Year _____ Quarter _____ Date of Last Report _____</p>
<p>4. Name and Address of Reporting Entity: Prime Subawardee Tier, if known: Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description: CFDA Number, if applicable:</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$ _____</p>	
<p>10. a. Name and Address of Lobbying Entity: (last name, first name, MI) 10. b. Individuals Performing Services (including address if different from No. 10,a.) _____ (Attach Continuation Sheet(s) SF-LLL-A If Necessary) (if individual, last name, first name, middle)</p>		
<p>11. Amount of Payment (check all that apply): \$ _____ Actual \$ _____ Planned</p>	<p>13. Type of payment (check all that apply): ___ a. retainer ___ b. one-time fee ___ c. commission ___ d. contingent fee ___ e. deferred ___ f. other; specify:</p>	
<p>12. Form of Payment (check all that apply): ___ a. cash ___ b. in-kind; specify: Nature _____ Actual _____</p>		
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contracted for Payment indicated in Item 11: (Attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>		
<p>15. Are Continuation Sheet(s) SF-LLL-A Attached: Yes _____ (Number _____) No _____</p>		
<p>16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: (in blue ink only) _____ Print Name: <u>Mark R. Adams</u> Title: <u>Vice President, Finance</u> Telephone: <u>215-238-3000</u> Date: _____</p>	

For DFN use only:

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET SF-LLL-A**

Reporting Entity: _____
Page _____ of _____

For DFN use only:

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use of SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee; e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) Number, Invitation for Bid (IFB) Number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check all that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check all that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached. List number of sheets if yes.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-00046), Washington, DC 20503.

For DFN use only:

**FIXED PRICE
NSLP PROJECTED OPERATING COSTS**

School Food Authority
FSMC Name

Central Bucks School District
Aramark Education

Contract Begin Date 7/1/2017
Contract End Date 30-Jun-18
Days of Service 180

Section 1 - ACTUAL "IN-SCHOOL" REVENUE

To Be Completed By SFA (include SSO Reimbursements, if applicable)

BREAKFASTS:	MEALS		RATES		REVENUE
Elementary Paid	22,799	\$	1.65	\$	37,618.35
Elementary Tiered Paid	-	\$	-	\$	-
Middle Paid	10,200	\$	2.15	\$	21,930.00
Middle Tiered Paid	-	\$	-	\$	-
Secondary Paid	-	\$	-	\$	-
Secondary Tiered Paid	-	\$	-	\$	-
Reduced-Price	5,908	\$	0.30	\$	1,772.40
Adult Paid	676	\$	2.50	\$	1,690.00
A la Carte Sales	182,732	\$	3.55	\$	648,698.60
Subtotal Breakfasts	222,315			\$	711,709.35
LUNCHES:					
Elementary Paid	375,001	\$	2.60	\$	975,002.60
Elementary Tiered Paid	-	\$	-	\$	-
Middle Paid	84,000	\$	2.95	\$	247,800.00
Middle Tiered Paid	82,333	\$	3.45	\$	284,048.85
Secondary Paid	-	\$	-	\$	-
Secondary Tiered Paid	-	\$	-	\$	-
Reduced-Price	36,411	\$	0.40	\$	14,564.40
Adult Paid	6,804	\$	3.90	\$	26,535.60
A la Carte Sales	594,870	\$	3.55	\$	2,111,786.80
Subtotal Lunches	1,179,419			\$	3,659,738.25
SNACKS/SUPPLEMENTS					
Paid	-	\$	-	\$	-
Reduced-Price	-	\$	-	\$	-
Adult Paid	-	\$	-	\$	-
A la Carte Sales	-	\$	-	\$	-
Subtotal Snacks/Supplements	-			\$	-
OTHER:					
Special Milk				\$	-
Vending Machine Sales				\$	6,005.00
PDE 3086 Agreement(s) (Sponsor to Sponsor)				\$	-
Special Functions				\$	-
Subtotal Other				\$	6,005.00
Total "IN-SCHOOL" Revenue	1,401,734			\$	4,377,452.60

For DFN use only:

**FIXED PRICE
NSLP PROJECTED OPERATING COSTS**

<u>Section 2 - FEDERAL REIMBURSEMENTS</u>				
To Be Completed By SFA (include SSO Reimbursements, if applicable)				
<u>BREAKFASTS:</u>	<u>MEALS</u>		<u>RATES</u>	<u>Reimbursements</u>
Free	36,434	\$	1.71	\$ 62,302.14
Free, Severe Need	-	\$	-	\$ -
Reduced	5,908	\$	1.41	\$ 8,330.28
Reduced, Severe Need	-	\$	-	\$ -
Paid	32,999	\$	0.29	\$ 9,569.71
Subtotal Breakfasts	75,341			\$ 80,202.13
<u>HIGH RATE LUNCHES:</u>				
Free	-	\$	-	\$ -
Reduced	-	\$	-	\$ -
Paid	-	\$	-	\$ -
Subtotal High Rate Lunches	-			\$ -
<u>LOW RATE LUNCHES:</u>				
Free	142,500	\$	3.16	\$ 450,300.00
Reduced	36,411	\$	2.76	\$ 100,494.36
Paid	541,334	\$	0.30	\$ 162,400.20
Subtotal Low Rate Lunches	720,245			\$ 713,194.56
<u>SNACKS/SUPPLEMENTS:</u>				
Free	-	\$	-	\$ -
Reduced	-	\$	-	\$ -
Paid	-	\$	-	\$ -
Subtotal Snacks/Supplements	-			\$ -
<u>SPECIAL MILK</u>				
Paid	-	\$	-	\$ -
Subtotal Special Milk	-			\$ -
<u>Performance Based Reimbursement (if certified)</u>				
Lunches	720,245	\$	0.06	\$ 43,214.70
Total Federal Reimbursement	795,586			\$ 836,611.39

For DFN use only:

FIXED PRICE
NSLP PROJECTED OPERATING COSTS

<u>Section 3 - STATE REIMBURSEMENTS</u>				
To Be Completed By SFA (include SSO Reimbursements, if applicable)				
<u>BREAKFASTS:</u>	<u>MEALS</u>		<u>RATES</u>	<u>Reimbursements</u>
Free	36,434	\$	0.10	\$ 3,643.40
Free, Severe Need	-	\$	-	\$ -
Reduced	5,908	\$	0.10	\$ 590.80
Reduced, Severe Need	-	\$	-	\$ -
Paid	32,999	\$	0.10	\$ 3,299.90
Subtotal Breakfasts	75,341			\$ 7,534.10
<u>LUNCHES:</u>				
Free	142,500	\$	0.10	\$ 14,250.00
Reduced	36,411	\$	0.10	\$ 3,641.10
Paid	541,334	\$	0.10	\$ 54,133.40
Additional amount for Lunch if Breakfast participation <=20%	720,245	\$	0.02	\$ 14,404.90
Additional amount for Lunch if Breakfast participation >20%	-	\$	-	\$ -
Subtotal Lunches	720,245			\$ 86,429.40
Total State Reimbursement	795,586			\$ 93,963.50
<u>SUMMARY:</u>				
Total "IN SCHOOL" Revenue				\$ 4,377,452.60
Total All Reimbursements				\$ 930,574.89
Other Income: Catering				\$ -
Interest Income				\$ -
Total Revenue				\$ 5,308,027.49
Commodity Usage @	\$0.2300		720,245	\$ (165,656.35)
<u>A la Carte Meal Equivalents</u>				
Federal reimb. - free, high lunch	\$0.0000		A la carte revenue	\$ 2,760,485.40
Federal reimb. - free, low lunch	\$3.1600		Adult meal revenue	\$ 28,225.60
Performance Based reimb.	\$0.0600		Vending Sales	\$ 6,005.00
State reimb. - free, lunch	\$0.1000			\$ 2,794,716.00
Commodity Usage	<u>\$0.2300</u>			
Total	\$3.5500		Meal Equivalents	787,244

For DFN use only:

FIXED PRICE
NSLP PROJECTED OPERATING COSTS

Section 4 - FSMC Costs
To be completed by FSMC

Projected Total Meals: 1,582,830

COSTS:	<u>COST PER MEAL</u>
Food Cost-Including Commodities	\$ 1.2027
Enter the amounts of food and milk purchased and received. Include the Commodity Distribution Assessment Fee, Commodity Value and Bonus Commodity Value (Do not include rebates, discounts and credits)	
Commodity Delivery Charge	\$ 0.0035
Direct Labor and Benefits	
FSMC Labor Costs (must equal to grand total on Attachment FP 4)	\$ 1.1209
FSMC Fringe Costs (must equal to grand total on Attachment FP 5)	\$ 0.3345
Subtotal Labor and Benefits	\$ 1.4554
Direct Costs	
Accounting	\$ -
Background Checks, Fingerprinting, and/or Drug Testing	\$ -
Car/Truck Rental and/or Mileage	\$ 0.0100
China, Silverware, Glassware	\$ -
Cleaning and Janitorial Supplies	\$ 0.0204
Computer and Technology	\$ 0.0102
Courier Services (Air & Ground)	\$ 0.0306
Dues/Subscriptions	\$ -
Employee Meals	\$ -
Employee Recruitment and Advertising	\$ -
Equipment Depreciation/Rental/Buy Back Investment	\$ 0.0306
Equipment Maintenance	\$ -
Equipment Repairs	\$ -
Equipment Replacement - Expendable	\$ -
Freight and Delivery Charges	\$ 0.0204
Insurance:	\$ -
Liability	\$ 0.0613
Workman's Compensation	\$ -
Vehicle	\$ -
Licenses and/or Permits	\$ -
Office Supplies and Printing	\$ -
Paper Products and Disposable Supplies	\$ 0.0715
Payroll Processing	\$ -
Performance Bond	\$ -
POS Systems, Support and Service	\$ -
Postage	\$ -
Promotional Materials (Program Specific)	\$ -
Smallware/Replacement Wares	\$ -
Staff Training and Certification	\$ -

For DFN use only:

Section 4 - FSMC Costs (Continued)
To be completed by FSMC

FIXED PRICE
NSLP PROJECTED OPERATING COSTS

Direct Costs (Continued)	COST PER MEAL
Storage Costs (Food and/or supplies)	\$ -
Taxes (sales and other)	\$ 0.0102
Telephone, including Mobile and Internet	\$ -
Tickets, tokens	\$ -
Trash Removal and Pest Control	\$ -
Uniforms, Linens, and Laundry	\$ 0.0204
Vending Rental	\$ -
Wellness Programs and materials	\$ -
Subtotal Direct Costs	\$ 0.2857
Catering	\$ -
Other Costs included in the RFP (Section Q) required of the FSMC by the SFA (Must Itemize)	\$ -
	\$ -
	\$ -
	\$ -
Subtotal Other Costs	\$ -
Less: All costs related to PDE 3086 Agreement(s) (enter as a negative number)	\$ -
Less: All costs related to Special Functions (enter as a negative number)	\$ -
Administrative Fee*	
Months: <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 (check one)	
Cannot include any costs already covered in other categories)	
General Regional and National HQ Support	\$ 0.0300
	\$ -
	\$ -
	\$ -
Subtotal Administrative Fee	\$ 0.0300
FSMC Management Fee*	\$ 0.0700
Months: <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 (check one)	
Enter the fee that will be charged to manage the program	
Sub-total FSMC Cost Per Meal	\$ 3.0473
Less Rebates, Discounts and Applicable Credits (Enter as a negative number)	\$ -
Total FSMC Cost Per Meal	\$ 3.0473

* Documentation must be provided outlining all methodologies used to calculate the Administrative and Management Fees.

For DFN use only:

**FIXED PRICE
NSLP PROJECTED OPERATING COSTS**

<u>Section 4 - FSMC Costs (Continued)</u>				<u>SUMMARY</u>
To be completed by FSMC				
A la Carte Meal Equivalents	787,244	TOTAL REVENUE	\$	5,308,027.49
Reimbursable Meals	<u>795,586</u>	Cost per meal x meals	\$	4,823,370.35
Total Meals	1,582,830	PDE 3086	\$	-
		Special Functions	\$	-
		Commodity	\$	<u>(165,656.35)</u>
Guarantee to SFA **	\$ <u>650,000.00</u>	(Fact Sheet) TOTAL COST	\$	4,657,714.00
Subtotal - School Nutrition Program-Profit or (Loss)				\$ 650,313.49

****Guarantee to SFA - Documentation must be provided outlining all formulas, methodologies and contingencies. If the Guarantee is less than zero (negative) then full justification must be included in this documentation.**

<u>Section 5 - SFA Costs</u>				<u>TOTAL COST</u>
To be completed by SFA (if applicable)				
COSTS:				
Direct Labor and Benefits				
SFA Labor Costs (must equal to grand total on Attachment FP 6)			\$	-
SFA Fringe Costs (must equal to grand total on Attachment FP 7)			\$	-
		Subtotal Labor and Benefits	\$	-
Direct Costs (Must itemize)				
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
		Subtotal Direct Costs	\$	-
Indirect Costs (Must Itemize)				
			\$	-
			\$	-
			\$	-
			\$	-
		Subtotal Indirect Costs	\$	-
Sub-total SFA Costs				\$ -
School Nutrition Program-Profit or (Loss)				\$ 650,313.49

For DFN use only:

NSLP Fixed Price**Labor to be completed by FSMC for FSMC Staff**FSMC: Aramark

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
Barclay	Lead Food Service Worker	\$12.00	8	190	\$ 18,240.00
Barclay	Food Service Worker	\$10.00	5.5	190	\$ 10,450.00
Barclay	Food Service Worker	\$10.00	4	190	\$ 7,600.00
BridgeValley	Lead Food Service Worker	\$12.44	8	190	\$ 18,908.80
BridgeValley	Food Service Worker	\$10.00	8	190	\$ 15,200.00
BridgeValley	Food Service Worker	\$10.00	6.5	190	\$ 12,350.00
BridgeValley	Food Service Worker	\$10.00	5	190	\$ 9,500.00
BridgeValley	Food Service Worker	\$10.00	4	190	\$ 7,600.00
Buckingham	Lead Food Service Worker	\$12.00	7.5	190	\$ 17,100.00
Buckingham	Food Service Worker	\$10.00	4	190	\$ 7,600.00
Buckingham	Food Service Worker	\$10.00	3	190	\$ 5,700.00
Butler	Lead Food Service Worker	\$17.42	6.5	190	\$ 21,513.70
Butler	Food Service Worker	\$10.00	5	190	\$ 9,500.00
Butler	Food Service Worker	\$12.74	5	190	\$ 12,103.00
Butler	Food Service Worker	\$12.70	4	190	\$ 9,652.00
East HS	Lead Food Service Worker	\$18.84	8	190	\$ 28,636.80
East HS	Cook	\$11.00	8	190	\$ 16,720.00
East HS	Food Service Worker	\$10.00	6	190	\$ 11,400.00
East HS	Food Service Worker	\$10.00	6	190	\$ 11,400.00
East HS	Food Service Worker	\$10.00	5	190	\$ 9,500.00
East HS	Food Service Worker	\$15.10	7	190	\$ 20,083.00
East HS	Food Service Worker	\$10.00	5.5	190	\$ 10,450.00
East HS	Food Service Worker	\$12.15	7.5	190	\$ 17,313.75
East HS	Food Service Worker	\$10.00	4	190	\$ 7,600.00
East HS	Food Service Worker	\$10.00	6.5	190	\$ 12,350.00
Java City	Food Service Worker	\$10.00	6.5	190	\$ 12,350.00
Office	FSD- GM/ FSD	\$ 156.26	8.00	260	\$ 325,020.80

For DFN use only:

NSLP Fixed Price
Labor to be completed by FSMC for FSMC Staff

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
South HS	Lead Food Service Worker	\$17.00	7	190	\$ 22,610.00
South HS	Cook		8	190	\$ -
South HS	Food Service Worker	\$10.00	4	190	\$ 7,600.00
South HS	Food Service Worker	\$13.63	8	190	\$ 20,717.60
South HS	Food Service Worker	\$10.00	4	190	\$ 7,600.00
South HS	Food Service Worker	\$10.00	5.5	190	\$ 10,450.00
South HS	Food Service Worker	\$10.00	8	190	\$ 15,200.00
South HS	Food Service Worker	\$10.00	4.75	190	\$ 9,025.00
South HS	Food Service Worker	\$10.00	3	190	\$ 5,700.00
South HS	Food Service Worker	\$10.00	5	190	\$ 9,500.00
South HS	Food Service Worker	\$11.52	3.75	190	\$ 8,208.00
South HS	Food Service Worker	\$10.59	4	190	\$ 8,048.40
Titan Café	Food Service Worker	\$12.48	7	190	\$ 16,598.40
Titan Cafe	Food Service Worker	\$10.23	7.5	190	\$ 14,577.75
Titan Cafe	Food Service Worker	\$10.18	5.5	190	\$ 10,638.10
West HS	Lead Food Service Worker	\$16.00	8	190	\$ 24,320.00
West HS	Cook	\$1.00	7	190	\$ 1,330.00
West HS	Food Service Worker	\$11.65	5	190	\$ 11,067.50
West HS	Food Service Worker	\$10.00	4.5	190	\$ 8,550.00
West HS	Food Service Worker	\$10.00	7	190	\$ 13,300.00
West HS	Food Service Worker	\$10.00	5	190	\$ 9,500.00
West HS	Food Service Worker	\$10.00	5.5	190	\$ 10,450.00
West HS	Food Service Worker	\$16.53	7	190	\$ 21,984.90
West HS	Food Service Worker	\$12.65	5.5	190	\$ 13,219.25
Court St	Food Service Worker	\$10.00	4.25	190	\$ 8,075.00
Court St	Food Service Worker	\$12.73	8	190	\$ 19,349.60
Office	Admin	\$ 92.55	8.00	190	\$ 140,676.00
Warwick	Lead Food Service Worker	\$12.00	6	190	\$ 13,680.00
Warwick	Food Service Worker	\$10.00	7.5	190	\$ 14,250.00

For DFN use only:

NSLP Fixed Price
Labor to be completed by FSMC for FSMC Staff

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
Cold Spring	Lead Food Service Worker	\$12.00	7	190	\$ 15,960.00
Cold Spring	Food Service Worker	\$10.00	7	190	\$ 13,300.00
Cold Spring	Food Service Worker	\$10.00	3.5	190	\$ 6,650.00
Doyle	Lead Food Service Worker	\$14.59	7	190	\$ 19,404.70
Doyle	Food Service Worker	\$10.00	5	190	\$ 9,500.00
Doyle	Food Service Worker	\$10.00	4.75	190	\$ 9,025.00
Gayman	Lead Food Service Worker	\$12.00	6	190	\$ 13,680.00
Gayman	Food Service Worker	\$10.00	6	190	\$ 11,400.00
Groveland	Lead Food Service Worker	\$13.66	7.75	190	\$ 20,114.35
Groveland	Food Service Worker	\$10.00	6	190	\$ 11,400.00
Groveland	Food Service Worker	\$10.00	4	190	\$ 7,600.00
Groveland	Food Service Worker	\$10.00	4	190	\$ 7,600.00
Groveland	Food Service Worker	\$10.00	4	190	\$ 7,600.00
Holicong	Lead Food Service Worker	\$0.00	8	190	\$ -
Holicong	Cook	\$17.52	7.5	190	\$ 24,966.00
Holicong	Food Service Worker	\$10.00	7.25	190	\$ 13,775.00
Holicong	Food Service Worker	\$10.00	5	190	\$ 9,500.00
Holicong	Food Service Worker	\$10.00	4	190	\$ 7,600.00
Holicong	Food Service Worker	\$10.00	5.75	190	\$ 10,925.00
Jamison	Lead Food Service Worker	\$12.00	7	190	\$ 15,960.00
Jamison	Food Service Worker	\$10.00	5.5	190	\$ 10,450.00
Jamison	Food Service Worker	\$14.04	5.5	190	\$ 14,671.80
Jamison	Food Service Worker	\$10.00	4	190	\$ 7,600.00
Kutz	Lead Food Service Worker	\$13.46	6.5	190	\$ 16,623.10
Kutz	Food Service Worker	\$10.00	7.25	190	\$ 13,775.00
Kutz	Food Service Worker	\$10.00	4	190	\$ 7,600.00
Linden	Lead Food Service Worker	\$12.44	6.75	190	\$ 15,954.30
Linden	Food Service Worker	\$10.00	3	190	\$ 5,700.00
Linden	Food Service Worker	\$10.00	4.5	190	\$ 8,550.00

For DFN use only:

NSLP Fixed Price

Labor to be completed by FSMC for FSMC Staff

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
Lenape	Lead Food Service Worker	\$14.00	8	190	\$ 21,280.00
Lenape	Food Service Worker	\$10.00	5.5	190	\$ 10,450.00
Lenape	Food Service Worker	\$10.71	5	190	\$ 10,174.50
Lenape	Cook	\$12.53	6.5	190	\$ 15,474.55
Lenape	Food Service Worker	\$10.00	7	190	\$ 13,300.00
Mill Creek	Lead Food Service Worker	\$14.11	7	190	\$ 18,766.30
Mill Creek	Food Service Worker	\$14.00	6	190	\$ 15,960.00
Mill Creek	Food Service Worker	\$10.00	4	190	\$ 7,600.00
Mill Creek	Food Service Worker	\$10.00	4	190	\$ 7,600.00
Mill Creek	Food Service Worker	10	4	190	\$ 7,600.00
Pine Run	Lead Food Service Worker	\$12.00	7	190	\$ 15,960.00
Pine Run	Food Service Worker	\$10.00	5	190	\$ 9,500.00
					\$ -
Tamanend	Lead Food Service Worker	\$14.00	5.5	190	\$ 14,630.00
Tamanend	Food Service Worker	\$11.10	7.75	190	\$ 16,344.75
Tamanend	Cook	\$11.00	7.75	190	\$ 16,197.50
Tamanend	Food Service Worker	\$10.00	8	190	\$ 15,200.00
Tamanend	Food Service Worker	\$10.00	4.5	190	\$ 8,550.00
Titus	Lead Food Service Worker	\$12.00	6	190	\$ 13,680.00
Titus	Food Service Worker	\$10.35	6.5	190	\$ 12,782.25
Titus	Food Service Worker	\$10.00	4	190	\$ 7,600.00
Titus	Food Service Worker	\$10.00	4	190	\$ 7,600.00

Worksheet must accurately reflect any and all employees employed by the FSMC

Grand Total \$ 1,745,201.45

FIXED PRICE CONTRACT	NUMBER OF MEALS	1,556,999	COST/MEAL	\$ 1.1209
				MUST EQUAL POC (Attachment FP3)

For DFN use only:

NSLP Fixed Price

Fringe Benefits to be completed by FSMC for FSMC Staff

FSMC: Aramark

PLACE AN X IN THE APPROPRIATE BOXES

Site Name	Position	PLACE AN X IN THE APPROPRIATE BOXES														Total Fringe Benefits
		Single	Single + 1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Workman's Comp	Other	
Buckingham	Lead FSW			X	X								X		X	\$ 12,300.00
Buckingham	FSW				X								X			\$ 2,730.00
Buckingham	FSW			X	X								X	X	\$ 12,300.00	
Butler	Lead FSW				X								X	X	\$ 2,730.00	
Butler	FSW				X								X	X	\$ 2,730.00	
Butler	FSW				X								X	X	\$ 2,730.00	
Doyle	Lead FSW				X								X	X	\$ 2,730.00	
Doyle	FSW				X								X	X	\$ 2,730.00	
Doyle	FSW				X								X	X	\$ 2,730.00	
Gayman	Lead FSW				X								X	X	\$ 2,730.00	
Gayman	FSW				X								X	X	\$ 2,730.00	
Groveland	Lead FSW				X								X	X	\$ 2,730.00	
Groveland	FSW				X								X	X	\$ 2,730.00	
Groveland	FSW				X								X	X	\$ 2,730.00	
Linden	Lead FSW			X	X								X	X	\$ 12,300.00	
Linden	FSW			X	X								X	X	\$ 12,300.00	
Pine Run	Lead FSW												X	X	\$ 2,730.00	
Tamanend	Lead FSW	X			X										\$ 3,200.00	
Tamanend	FSW	X			X										\$ 3,200.00	
Tamanend	FSW		X											X	\$ 4,000.00	
Unami	Lead FSW		X											X	\$ 4,000.00	
Unami	FSW				X								X	X	\$ 2,730.00	

For DFN use only:

PLACE AN X IN THE APPROPRIATE BOXES

NSLP Fixed Price Fringe Benefits to be completed by FSMC for FSMC Staff

Site Name	Position	Single	Single +1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Workman's Comp	Other	Total Fringe Benefits
Lenape	Lead FSW			X	X								X		X	\$ 12,300.00
Lenape	FSW				X								X			\$ 2,730.00
Lenape	FSW			X	X								X		X	\$ 12,300.00
Holicong	Lead FSW				X								X		X	\$ 2,730.00
Holicong	FSW				X								X		X	\$ 2,730.00
Holicong	FSW				X								X		X	\$ 2,730.00
Barclay	Lead FSW		X		X								X		X	\$ 5,400.00
Tohickon	Lead FSW		X		X								X		X	\$ 5,400.00
Tohickon	FSW				X								X		X	\$ 2,730.00
Bridge Valley	Lead FSW			X	X								X		X	\$ 12,300.00
Bridge Valley	FSW		X										X		X	\$ 5,400.00
Cold Spring	Lead FSW		X										X		X	\$ 5,400.00
Jamison	Lead FSW				X								X		X	\$ 2,730.00
Kutz	FSW				X								X		X	\$ 2,730.00
Titus	FSW			X	X								X		X	\$ 12,300.00
Titus	Lead FSW			X	X								X		X	\$ 12,300.00
Mill Creek	Lead FSW												X		X	\$ 2,730.00
Mill Creek	FSW	X			X											\$ 3,200.00
Warwick	FSW	X			X											\$ 3,200.00
East	Lead FSW		X												X	\$ 4,000.00
East	FSW		X												X	\$ 4,000.00
Office	Admin		X		X								X		X	\$ 19,500.00
Office	Admin		X		X								X		X	\$ 19,500.00
Office	Admin		X		X								X		X	\$ 19,500.00

For DFN use only:

PLACE AN X IN THE APPROPRIATE BOXES

NSLP Fixed Price
Fringe Benefits to be completed by FSMC for FSMC Staff

Site Name	Position	Single	Single +1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Workman's Comp	Other	Total Fringe Benefits
East	FSW			X	X								X		X	\$ 12,300.00
West	FSW				X								X			\$ 2,730.00
West	Lead FSW			X	X								X		X	\$ 12,300.00
West	FSW				X								X		X	\$ 2,730.00
West	FSW				X								X		X	\$ 2,730.00
West	FSW				X								X		X	\$ 2,730.00
South	Lead FSW		X		X								X		X	\$ 5,400.00
South	FSW		X		X								X		X	\$ 5,400.00
South	FSW			X	X								X		X	\$ 12,300.00
South	FSW				X								X		X	\$ 2,730.00
Java City	FSW		X										X		X	\$ 5,400.00
Java City	FSW		X										X		X	\$ 5,400.00
Titans Café	FSW				X								X		X	\$ 2,730.00
Titans Café	FSW				X								X		X	\$ 2,730.00
Court Street	FSW			X	X								X		X	\$ 12,300.00
Court Street	FSW			X	X								X		X	\$ 12,300.00
Office	Substitute												X		X	\$ 2,730.00
Office	Substitute	X			X											\$ 3,200.00
Office	Driver	X			X											\$ 23,500.00
Office	Mgr		X					X		X			X		X	\$ 23,500.00
Office	Mgr		X					X		X					X	\$ 25,000.00
Office	Mgr				X			X		X			X		X	\$ 29,000.00
Office	Mgr		X					X		X						\$ 32,000.00

For DFN use only:

**NSLP Fixed Price
Fringe Benefits to be completed by FSMC for FSMC Staff**

Site Name	Position	PLACE AN X IN THE APPROPRIATE BOXES													Total Fringe Benefits		
		Single	Single +1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Workman's Comp		Other	
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For DFN use only:

Worksheet must accurately reflect any and all employees employed by the FSMC Grand Total \$ 520,800.00

FIXED PRICE CONTRACT	NUMBER OF MEALS	1,556,999	COST/MEAL	\$ 0.3345
				MUST EQUAL POC (Attachment FP3)

NSLP Fixed Price Labor to be completed by SFA for SFA Staff

SFA: _____

For DFN use only:

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
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Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
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**NSLP Fixed Price
Labor to be completed by SFA for SFA Staff**

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For DFN use only:

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
					\$ -
					\$ -

NSLP Fixed Price
Labor to be completed by SFA for SFA Staff

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For DFN use only:

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
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					\$ -

NSLP Fixed Price
Labor to be completed by SFA for SFA Staff

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For DFN use only:

Worksheet must accurately reflect any and all employees employed by the SFA

Grand Total \$ -
MUST EQUAL POC
(Attachment FP3)

NSLP Fixed Price
Fringe Benefits to be completed by SFA for SFA Staff

SFA: _____

PLACE AN X IN THE APPROPRIATE BOXES

Site Name	Position	PLACE AN X IN THE APPROPRIATE BOXES													Total Fringe Benefits		
		Single	Single +1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Workman's Comp		Other	
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For DFN use only:

PLACE AN X IN THE APPROPRIATE BOXES

NSLP Fixed Price Fringe Benefits to be completed by SFA for SFA Staff

For DFN use only:

Site Name	Position	Single	Single +1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Workman's Comp	Other	Total Fringe Benefits
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PLACE AN X IN THE APPROPRIATE BOXES

**NSLP Fixed Price
Fringe Benefits to be completed by SFA for SFA Staff**

Site Name	Position	Single	Single +1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Workman's Comp	Other	Total Fringe Benefits
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For DFN use only:

PLACE AN X IN THE APPROPRIATE BOXES

NSLP Fixed Price

Fringe Benefits to be completed by SFA for SFA Staff

Site Name	Position	Single	Single + 1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Workman's Comp	Other	Total Fringe Benefits
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For DFN use only:

Worksheet must accurately reflect any and all employees employed by the SFA

Grand Total \$ -
MUST EQUAL POC
(Attachment FP3)

SUMMER FOOD SERVICE PROGRAM SFSP PROJECTED OPERATING COSTS

SFA: _____

FSMC: _____

MEAL TYPE	A SERVINGS PER DAY	B NUMBER OF SERVING DAYS	C TOTAL SERVINGS	D PRICE PER MEAL	E TOTAL COST
BREAKFAST			-		\$ -
AM SNACK			-		\$ -
LUNCH			-		\$ -
PM SNACK			-		\$ -
SUPPER			-		\$ -
SUB-TOTALS	-	-	-		\$ -
				GRAND TOTAL	\$ -

INSTRUCTIONS:

- A SERVINGS PER DAY - To be completed by the SFA
- B NUMBER OF SERVING DAYS - To be completed by the SFA
- C TOTAL SERVINGS - Prepopulated formula
- D PRICE PER MEAL - To be completed by the FSMC
- E TOTAL COST - Prepopulated formula

For DFN use only:

**CHILD AND ADULT CARE FOOD PROGRAM
CACFP PROJECTED OPERATING COSTS**

SFA: _____

FSMC: _____

CHECK ONE: Unitized Meal Family Style

MEAL TYPE	A SERVINGS PER DAY	B NUMBER OF SERVING DAYS	C TOTAL SERVINGS	D PRICE PER MEAL	E TOTAL COST
BREAKFAST			-		\$ -
AM SNACK			-		\$ -
LUNCH			-		\$ -
PM SNACK			-		\$ -
SUPPER			-		\$ -
GRAND TOTAL					\$ -

INSTRUCTIONS:

A SERVINGS PER DAY - To be completed by the SFA

B NUMBER OF SERVING DAYS - To be completed by the SFA

C TOTAL SERVINGS - Prepopulated formula

D PRICE PER MEAL - To be completed by the FSMC

E TOTAL COST - Prepopulated formula

For DFN use only:

National School Lunch Program (NSLP) Reimbursement Rates-2016-17

Description	High Lunch	Low Lunch	Severe Need Breakfast	Regular Breakfast	Special Milk	Area Eligible Snack	Regular Snack
Free	3.18	3.16	2.04	1.71		0.86	0.86
Reduced	2.78	2.76	1.74	1.41			0.43
Paid	0.32	0.30	0.29	0.29	0.1975		0.07

State Reimbursement Rates		Performance Based Reimbursement	
Description	Rate	Description	Rate
Lunch	0.10	Lunch	0.06
Breakfast	0.10		
Additional amount for Lunch if breakfast participation >20%	0.04		
Additional amount for Lunch if breakfast participation <= 20%	0.02		

Summer Food Service Program (SFSP) Reimbursement Rates - 2016

Meals	Operating Rates	Administrative Rates	
		Rural and All Self-Preparations Sites	Vended Urban Sites
Breakfast	1.94	0.1925	0.1525
Lunch	3.39	0.3550	0.2950
Supper	3.39	0.3550	0.2950
AM Snack	0.79	0.0975	0.0750
PM Snack	0.79	0.0975	0.0750

CENTRAL BUCKS SCHOOL DISTRICT
FINANCE COMMITTEE MEETING

April 19, 2017

FOR ACTION: General Supply Purchases

The Central Bucks School District annually prepares formal bid lists for Classroom Supplies and Team Sport Supplies and Equipment. Quantities are aggregated from all schools in order to achieve the best overall price and value to the District as well as to comply with the School Code of the Commonwealth of Pennsylvania. Bids are solicited by electronic mail and advertisement to appropriate suppliers for each category. We are very pleased with the number of vendors that participated as well as the aggressive pricing we received this year while still maintaining the integrity of the items we requested.

For the 2017-2018 school year, bids were requested for the following subject areas:

General Teaching	Science
General Art	Technology Education General Hardware
Secondary Art	Team Sport Supplies & Equipment
Physical Education	

RECOMMENDATION

The Administration is recommending that the Board approve that purchase orders be issued to the suppliers listed on the pages to follow as the lowest, on-specification items bid.

PURCHASING ACTION – GENERAL TEACHING SUPPLIES

17/18 GENERAL FUND

Bids were solicited by electronic mail and advertisement to suppliers of General Teaching Supplies. A bid tabulation is available in the Purchasing Department for review.

The following 11 vendors received bid documents:

Kurtz Bros	Responded
Metco	Responded
National Art Supplies	Responded
Office Basics	No Response
S & S Worldwide	No Response
School Specialty	Responded
Pyramid School Products	Responded
Standard Stationery Supply	Responded
WB Mason	Responded
Avantix, Inc.	No Response
Music in Motion	No Response

At this time, it is recommended purchase orders be issued to the following suppliers as the lowest, on specification bidders

Kurtz Bros	\$17,420.03
Metco	\$ 165.00
National Art Supplies	\$ 5,703.85
Pyramid School Products	\$16,050.72
School Specialty	\$ 7,786.40
Standard Stationery Supply	\$ 4,109.47
WB Mason	<u>\$ 83,184.30</u>
Total	\$134,419.77

Main categories of items bid are as follows:

Batteries	Fasteners	Plan books
Calculators	Files & Folders	Report covers &
Chalkboard/Whiteboard	Index cards	portfolios
accessories	Labels	Rulers & yardsticks
Chart stands	Markers	Staplers & supplies
Composition books	Notebooks	Tape & dispensers
Crayons	Paper	
Envelopes	Pencils & sharpeners	
Erasers	Pens	

PURCHASING ACTION – GENERAL ART SUPPLIES

17/18 GENERAL FUND

Bids were solicited by electronic mail and advertisement to suppliers of General Art Supplies. The bid tabulation is available in the Purchasing Department for review.

The following 14 vendors received bid documents:

Kurtz Brothers	Responded
Metco	Responded
Nasco	No Response
National Art Supplies	Responded
WB Mason	Responded
Ceramic Supply	No Response
Pyramid School Products	Responded
Standard Stationery Supply	Responded
Triarco Arts & Crafts	Responded
Commercial Art Supply	No Response
School Specialty	Responded
Dick Blick	Responded
Office Basics	No Response
S&S Worldwide	Responded

At this time it is recommended purchase orders be issued to the following suppliers as the lowest, on specification bidders.

Dick Blick	\$ 5,405.07
Kurtz Bros	\$ 8,997.13
National Art Supplies	\$ 8,568.85
Pyramid School Products	\$ 4,777.89
S&S Worldwide	\$ 1,963.61
School Specialty	\$19,679.84
Standard Stationery Supply	\$ 506.82
Triarco Arts & Crafts	\$10,756.36
WB Mason	<u>\$32,413.21</u>
Total	\$93,068.78

Main categories of items bid are as follows:

Adhesives	Fabrics	Specialty paper
Boards (Poster, railroad and mat)	Specialty markers	Pencils, erasers, pastels
Clay	Modeling tools for clay	Printing ink & blocks
Drawing Ink	Paint	
	Paint brushes	

PURCHASING ACTION – SECONDARY ART SUPPLIES

17/18 GENERAL FUND

Bids were solicited by electronic mail and advertisement to suppliers of Secondary Art Supplies. A bid tabulation is available in the Purchasing Department for review.

The following 12 vendors received bid documents:

Ceramic Supply	Responded
Kurtz Bros	Responded
Nasco	No Response
National Art Supplies	Responded
S&S Worldwide	No Response
Triarco Arts & Crafts	Responded
Metco	Responded
Dick Blick	Responded
Standard Stationary	No Response
Pyramid School Supply	Responded
School Specialty	Responded
WB Mason	Responded

At this time, it is recommended purchase orders be issued to the following suppliers as the lowest, on specification bidders

Ceramic Supply of NY	\$15,288.55
Dick Blick	\$ 7,129.18
Kurtz Bros.	\$ 1,515.77
Metco	\$ 1,015.23
Pyramid School Products	\$ 1,368.33
School Specialty	\$ 9,103.44
Triarco Arts & Crafts	\$ 2,406.30
WB Mason	<u>\$ 6,702.99</u>
Total	\$44,529.79

Main categories of items bid are as follows:

3-D Art supplies	Clay & plaster	Paint
Acetate & acrylic sheets	Digital Imaging	Paint Brushes
Adhesives	Drawing	Paper
Canvas	Glazes, engobes &	Pastels
Ceramic accessories	glosses	Printing supplies
Ceramics tools	Mosaics	Trimmers & cutters

PURCHASING ACTION – SCIENCE SUPPLIES

17/18 GENERAL FUND

Bids were solicited by electronic mail and advertisement to suppliers of Science Supplies. The bid tabulation is available in the Purchasing Department for review.

The following 8 vendors received bid documents:

Frey Scientific	Responded
Flinn Scientific	No Response
Carolina Scientific	No Response
VWR/Wards Scientific	No Response
Metco	Responded
Parco Scientific	Responded
VWR/Sargent Welch	Responded
School Specialty	Responded

At this time it is recommended a purchase order be issued to the following supplier as the lowest, on specification bidder.

Metco	\$ 1,193.20
Parco Scientific	\$ 5,109.20
VWR/Sargent-Welch	\$ 10,560.99
School Specialty	\$ 10,832.78
Total	\$27,696.17

Main categories of items bid are as follows:

Anatomy	Fingerprinting supplies
AP Chemistry labs	Flasks
Aquarium supplies	Impression materials
Balances	Lab supplies
Beakers	Microscopy supplies
Bottles	Physics
Charts	Plant Biology
Chemicals	Sample Sets (Rocks, minerals, etc.)
Chemistry items	Serology
CSI	Stoppers
Cylinders	Trace Evidence
Dissection Equipment	Tubing

PURCHASING ACTION – PHYS ED SUPPLIES

17/18 GENERAL FUND

Bids were solicited by electronic mail and advertisement to suppliers of Phys Ed Supplies. A bid tabulation is available in the Purchasing Department for review.

The following 10 vendors received bid documents:

BSN Sports/US Games	Responded
School Specialty	Responded
Gopher Sports	Responded
Flaghouse	No Response
Pyramid School Supply	Responded
ADA Sports	Responded
Metco	No Response
Riddell	No Response
Longstreth Sporting Goods	Responded
S&S Worldwide	Responded

At this time, it is recommended purchase orders be issued to the following suppliers as the lowest, on specification bidders

BSN Sports/US Games	\$ 6,345.09
Gopher Sports	\$ 570.86
Pyramid School Products	\$ 4,621.56
S&S Worldwide	\$ 2,497.17
School Specialty	<u>\$ 6,507.62</u>
Total	\$20,542.30

Main categories of items bid are as follows:

Archery	Softball
Badminton	Table tennis
Basketball	Tchoukball
Football	Tennis
General Equipment	Volleyball
Hockey	
Misc. balls	
Pickleball & paddleball	
Pinnies & vests	
Soccer	

PURCHASING ACTION – TECH ED GENERAL HARDWARE

17/18 GENERAL FUND

Bids were solicited by electronic mail and advertisement to suppliers of Technology Education General Hardware. A bid tabulation is available in the Purchasing Department for review.

The following 5 vendors received bid documents:

Pitsco	Responded
Midwest Technology	Responded
Paxton Patterson	Responded
Metco	Responded
Satco Supply	No Response

At this time it is recommended purchase order be issued to the following supplier as the lowest, on specification bidder

Metco	\$ 2,498.60
Pitsco	\$ 2,472.73
Midwest Technology	\$ 7,672.52
Paxton-Patterson	\$ 7,340.07
Total	\$19,983.92

Main categories of items bid are as follows:

Adhesives & tapes	Robotics
Brushes	Sanding & polishing
Car unit	Solder & soldering supplies
Clock supplies	Stains, varnishes and fillers
Cutting tools	Tiling
Dowel rods & misc. wood	Vinyl supplies
Drill & router bits	
Fasteners, screws, bolts	
Files & rasps	
Flight unit	
Hand tools	
Knobs, handles, pulls & pegs	
Laser engraving	
Pen & pencil unit	

PURCHASING ACTION – TEAM SPORTS EQUIPMENT & SUPPLIES

17/18 GENERAL FUND

Bids were solicited by electronic mail and advertisement to suppliers of Team Sports Supplies and Equipment. A bid tabulation is available in the Purchasing Department for review.

The following 18 vendors received bid documents:

Triple Crown Sports	Responded
Kelly's Sports	Responded
BSN Sports	Responded
Aluminum Athletic	Responded
MF Athletic	Responded
Longstreth	Responded
Riddell	Responded
Ewing Sports	No Response
Kampus Klothes	No Response
Ampro Sports	Responded
Sportswear Plus	Responded
Varsity Spirit	Responded
Metco	Responded
Pyramid School Products	Responded
S & S Worldwide	Responded
Glenside Sports	No Response
Cold Cut Sprints	No Response
Brand Me Solutions	No Response

At this time, it is recommended purchase order be issued to the following suppliers as the lowest, on specification bidder. Following each awarded vendor are some examples of items purchased:

Aluminum Athletic \$ 1,878.46
High jumps, pole vaults, hurdles, shot puts, measuring wheels

Ampro Sports \$ 35,146.60
Footballs, softballs, pitcher screens, baseballs, batting helmets, basketball uniforms, football practice jerseys, flex fins

BSN Sports \$ 85,403.93
Pylons, shoulder pads, water horse, mouthpieces, training equipment, uniforms (field hockey, lacrosse, soccer)

Kelly's Sports	\$ 59,281.10
Belts, football girdles, bases, ball hoppers, water coolers, uniforms (baseball, softball, tennis, volleyball)	
Varsity Spirit Fashions	\$ 7,250.00
CB West cheerleading uniforms	
M-F Athletic	\$ 3,832.40
Discus, hurdle dolly's, L style hurdles, javelins, medicine balls	
Riddell	\$ 3,732.61
Helmet kits, football pad sets, shoulder pads, ice packs	
Triple Crown Sports	\$ 19,866.45
Practice dummies, quarterback practice nets, rib pads, goalie gloves, resistance tubes, curveball trainers, batons, starter pistol blanks	
Pyramid School Products	\$ 16,098.22
Replacement nets, kick off tees, scrimmage vest, carts, soccer balls, air pump, soccer goals	
Longstreth	\$ 8,768.87
Lacrosse goalkeeper equipment., scorebooks, practice balls, miscellaneous practice and training equipment	
<u>Total</u>	<u>\$241,258.64</u>

<p>1. Authority SC 516.1, 517 2 CFR Sec. 200.474</p> <p>2. Definition 2 CFR. Sec. 200.474</p> <p>3. Delegation of Responsibility Pol. 004, 331</p> <p>4. Guidelines 2 CFR Sec. 200.474 Pol. 004, 331</p>	<p style="text-align: center;">626.1. TRAVEL REIMBURSEMENT – DISTRICT PROGRAMS AND FEDERAL PROGRAMS</p> <p>The Board shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.</p> <p>For purposes of this policy, travel costs shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.</p> <p>School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.</p> <p>The validity of payments for travel costs for all district employees and school officials shall be determined by the</p> <p>{X} Superintendent or designee.</p> <p>{ } Business Manager.</p> <p>{ } Federal Programs Coordinator.</p> <p>Travel costs shall be reimbursed using the IRS mileage rate for travel using an employee’s personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district’s non-federally funded activities, and in accordance with the district’s travel reimbursement policies and administrative regulations.</p> <p>Mileage reimbursements, including federal programs, shall be at the rate approved by the Board for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by</p>
--	--

SC 516.1, 517

2 CFR
Sec. 200.474
Pol. 004, 331

{ } the Board.

{ X } the federal General Services Administration for federal employees for locale where incurred by more than 15%, allowing for consideration of the economies of scale that the federal government has with the travel industry.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that:

1. Participation of the individual is necessary to the federal award.
2. The costs are reasonable and consistent with the district's established policy.
 - a. Expenses should not exceed the federal General Services Administration rate plus 15% without cabinet approval.
 - b. As employees and representatives of a governmental unit, care must be taken to ensure minimal use of tax dollars by keeping expenses below General Service Administration limits whenever possible.
3. Employees shall submit both the Conference Attendance Approval Request as found on the district intranet site, and the federal General Services Administration travel resources web page.

References:

School Code – 24 P.S. Sec. 516.1, 517

Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Sec. 200.474

Board Policy – 004, 331

PSBA New 4/16

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Employee Conference Attendance Approval Request

This form must be submitted for Board approval prior to conference attendance.

Conference requests require School Board approval, so please allow time for approval action (approximately 4 weeks).

This form has been modified to comply with federal Uniform Grant Guidelines (UGG). Search for [Policy 626.1](#)

Travel expenses should not exceed federal government guidelines for the travel location/date listed on this form by more than 15%.

Search, www.gsa.gov/portal/category/26429 to plan your trip allocations for lodging, meals, and incidentals expenses.

Attach a completed copy of the GSA trip allocation to this form.

If expenses are projected to exceed GSA allocations by more than 15% work with the appropriate cabinet member for approval.

[Note: An allowance for a 15% cost overage is due to negotiated federal travel discounts for which CBSD does not qualify.]

Employee	Building	Date of Request
Check One: Administrator/Board Member	Professional Staff	Support Staff

Name of Conference _____

Nature of Conference _____

Date(s) _____ **Location** _____

Estimated Expenses
(Please include ALL potential expenses)

A RECEIPT MUST BE PROVIDED FOR EXPENSE TO QUALIFY FOR REIMBURSEMENT

Budget Code to be Charged: (Completed by Cabinet Member)

Registration _____

Meals _____
(Includes \$5 per day Incidentals)

Lodging _____

Travel _____
(Airfare, Train, etc.)

Mileage _____
(Your vehicle)

See [mileage expense form](#) for approved rate

District

- | | |
|-----------------------|--------------------------|
| Board | Access |
| Cabinet | IDEA |
| Elementary | Title I |
| Secondary | Title II, A |
| Business | Title III |
| Operations | Special Education |
| Transportation | Community School |

Miscellaneous (specify)

_____	_____
_____	_____
_____	_____

Other: _____

Subtotal _____

Cost of Substitute _____

TOTAL COST _____
(Excluding Tax)

APPROVAL:

Signature of Immediate Supervisor and Date

Signature of Appropriate Cabinet Member

NOTE: A COPY OF THIS FORM SHOWING BOARD APPROVAL AND PROOF OF EXPENDITURES MUST ACCOMPANY YOUR REQUEST FOR REIMBURSEMENT.

<p>Date of School Board Approval</p> <p style="text-align: center;">_____</p>
--

CB104.2
revised 4/2017

Employee Conference Attendance Approval Request- Procedures

The following forms must be completed, Supervisor approved and submitted for Board Approval

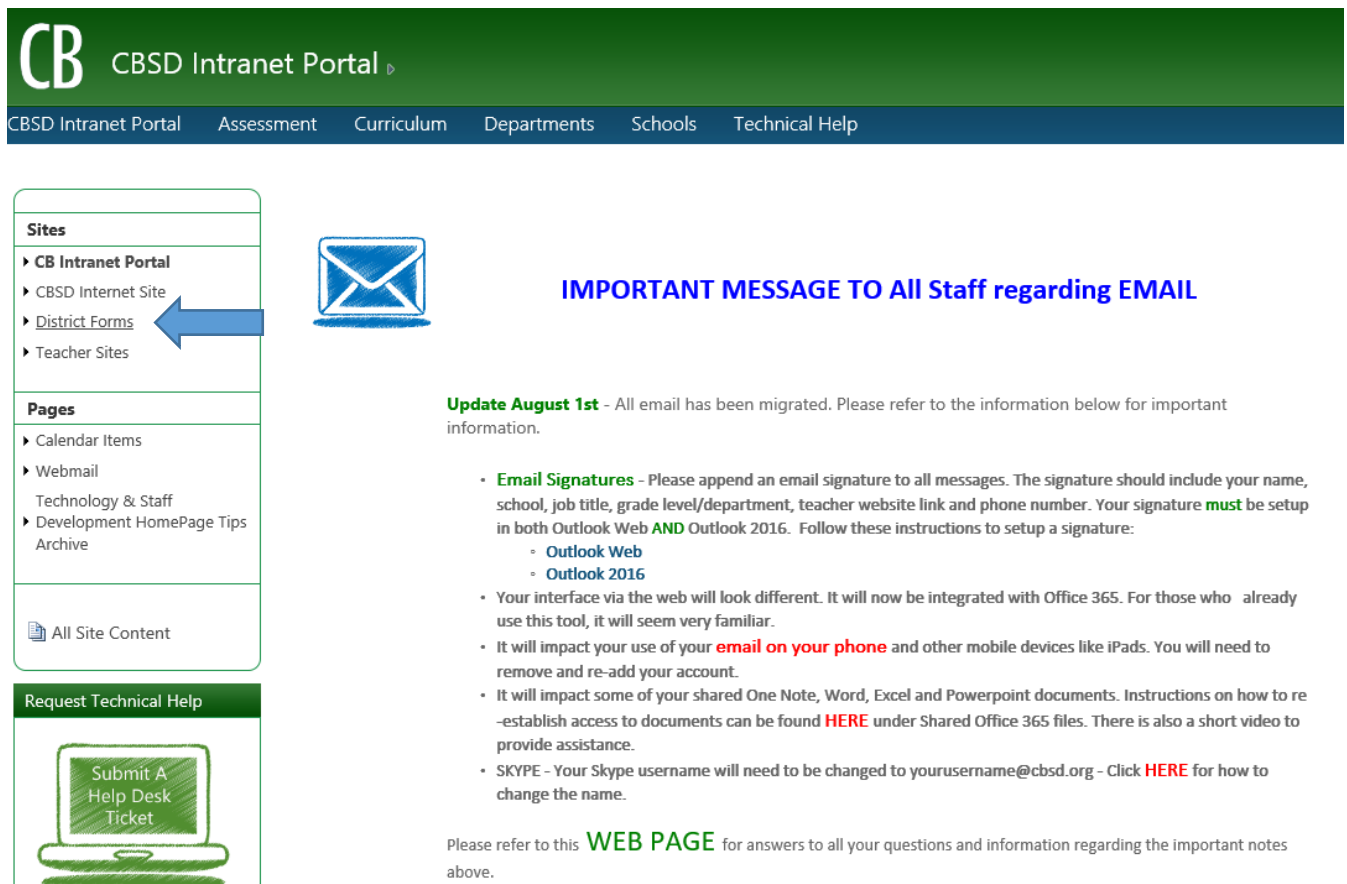
- Conference Request & Approval Form – (CB104.2)
- GSA trip allocation (federal government guidelines for the travel location/date)

The forms can be found using the steps below:

Location: Intranet

<https://portal.cbsd.org/Pages/default.aspx>

Select: District Forms



CB CBSD Intranet Portal ▾

CBSD Intranet Portal Assessment Curriculum Departments Schools Technical Help

Sites

- ▶ CB Intranet Portal
- ▶ CBSD Internet Site
- ▶ **District Forms**
- ▶ Teacher Sites

Pages

- ▶ Calendar Items
- ▶ Webmail
 - Technology & Staff
- ▶ Development HomePage Tips Archive

All Site Content

Request Technical Help

Submit A Help Desk Ticket

IMPORTANT MESSAGE TO All Staff regarding EMAIL

Update August 1st - All email has been migrated. Please refer to the information below for important information.

- **Email Signatures** - Please append an email signature to all messages. The signature should include your name, school, job title, grade level/department, teacher website link and phone number. Your signature **must** be setup in both Outlook Web **AND** Outlook 2016. Follow these instructions to setup a signature:
 - Outlook Web
 - Outlook 2016
- Your interface via the web will look different. It will now be integrated with Office 365. For those who already use this tool, it will seem very familiar.
- It will impact your use of your **email on your phone** and other mobile devices like iPads. You will need to remove and re-add your account.
- It will impact some of your shared One Note, Word, Excel and Powerpoint documents. Instructions on how to re-establish access to documents can be found **HERE** under Shared Office 365 files. There is also a short video to provide assistance.
- SKYPE - Your Skype username will need to be changed to yourusername@cbsd.org - Click **HERE** for how to change the name.

Please refer to this **WEB PAGE** for answers to all your questions and information regarding the important notes above.

Select: Finance/Business Forms

The screenshot shows the 'CB District Forms' website. The top navigation bar includes 'CBSD Intranet Portal', 'Assessment', 'Curriculum', 'Departments', 'Schools', and 'Technical Help'. On the left, there is a 'Forms List' sidebar with the following items: 'Administrator Forms', 'Central Registration Forms', 'Community School Forms', 'Curriculum Forms', 'EDR Forms', 'Finance/Business Forms', and 'Graphic Services Forms'. A blue arrow points to 'Finance/Business Forms'. To the right, there is a graphic of a document with a bar chart and a pencil, with the heading 'DISTRICT & DEPARTMENT FORMS' and the text 'Please use the links on the left to access often used forms. Don't forget to use t'.

Select: Conference Request & Approval Form (CB104.2) from selections to the right

The screenshot shows the 'CB District Forms' website with the breadcrumb 'Documents > Finance_Forms'. The navigation bar is the same as in the previous screenshot. The 'Forms List' sidebar is the same, with a blue arrow pointing to 'Finance/Business Forms'. The main content area displays a list of forms with the following columns: 'Type' (checkbox) and 'Title'. The list includes: 'Conference Expense Reimbursement Request(CB 104.1)', 'Conference Request & Approval Form (CB104.2)', 'Kronos Schedule Exception', 'Mileage and Expense Reimbursement Form (CB104) - Effective 7/1/2016', 'Mileage Matrix', 'Miscellaneous 1099 Form', 'Payroll - Miscellaneous Payment Request', 'Stipend FORM A 1617 Building Budget Activity Stipend Reimbursement-Jul2016', and 'Stipend FORM B 1617 Building Activity Stipend Reimbursement-Jul2016'. A blue arrow points to the 'Conference Request & Approval Form (CB104.2)' entry.

The form will open in .PDF format for completion - Internet links for gsa.gov and CBSD mileage form are accessible through a link on the conference request form. See below how to complete these forms.

Employee Conference Attendance Approval Request

This form must be submitted for Board approval prior to conference attendance.

Conference requests require School Board approval, so please allow time for approval action (approximately 4 weeks).

This form has been modified to comply with federal Uniform Grant Guidelines (UGG). Search for [Policy 626.1](#)

Travel expenses should not exceed federal government guidelines for the travel location/date listed on this form by more than 15%.

Search, www.gsa.gov/portal/category/26429 to plan your trip allocations for lodging, meals, and incidentals expenses.

Attach a completed copy of the GSA trip allocation to this form.

If expenses are projected to exceed GSA allocations by more than 15% work with the appropriate cabinet member for approval.

[Note: An allowance for a 15% cost overage is due to negotiated federal travel discounts for which CBSD does not qualify.]

Employee	Building	Date of Request
Check One: Administrator/Board Member	Professional Staff	Support Staff

Name of Conference _____

Nature of Conference _____

Date(s) _____ Location _____

<p>Estimated Expenses <small>(Please include ALL potential expenses)</small></p> <p style="text-align: center;">Registration _____</p> <p style="text-align: center;">Meals _____ <small>(Includes \$5 per day Incidentals)</small></p> <p style="text-align: center;">Lodging _____</p> <p style="text-align: center;">Travel _____ <small>(Airfare, Train, etc.)</small></p> <p style="text-align: center;">Mileage _____ <small>(Your vehicle)</small></p> <p><small>See mileage expense form for approved rate</small></p>	<p><small>A RECEIPT MUST BE PROVIDED FOR EXPENSE TO QUALIFY FOR REIMBURSEMENT</small></p>	<p>Budget Code to be Charged: <small>(Completed by Cabinet Member)</small></p> <p>District</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Board</td> <td style="width: 50%;">Access</td> </tr> <tr> <td>Cabinet</td> <td>IDEA</td> </tr> <tr> <td>Elementary</td> <td>Title I</td> </tr> <tr> <td>Secondary</td> <td>Title II, A</td> </tr> <tr> <td>Business</td> <td>Title III</td> </tr> <tr> <td>Operations</td> <td>Special Education</td> </tr> <tr> <td>Transportation</td> <td>Community School</td> </tr> </table> <p>Other: _____</p>	Board	Access	Cabinet	IDEA	Elementary	Title I	Secondary	Title II, A	Business	Title III	Operations	Special Education	Transportation	Community School
Board	Access															
Cabinet	IDEA															
Elementary	Title I															
Secondary	Title II, A															
Business	Title III															
Operations	Special Education															
Transportation	Community School															

Miscellaneous (specify)

Subtotal _____

Cost of Substitute _____

TOTAL COST _____
(Excluding Tax)

APPROVAL:

Signature of Immediate Supervisor and Date

Signature of Appropriate Cabinet Member

NOTE: A COPY OF THIS FORM SHOWING BOARD APPROVAL AND PROOF OF EXPENDITURES MUST ACCOMPANY YOUR REQUEST FOR REIMBURSEMENT.

Date of School Board Approval


CB104.2
revised 4/2017

Internet Site: - can be accessed by clicking link at top of form CBSD104.2


<http://www.gsa.gov/portal/category/26429>

Using drop down menu- select the trip State and enter the City

Click "Next"

	TRAVEL	REAL ESTATE	ACQUISITION	TECHNOLOGY	POLICY & REGULATIONS
---	--------	-------------	-------------	------------	----------------------

Home > Travel >



Per Diem	Meals & IE	Airfares	Hotels
----------	------------	----------	--------

1 Choose a Location or [Use the Old Rate Look Up](#)

State or City (Optional)

ZIP

Rates for Alaska, Hawaii, U.S. Territories and Possessions are set by the [Department of Defense](#).
Rates for foreign countries are set by the [State Department](#).

Select: "Calculate Per Diem allowance for a Trip"

GSA	TRAVEL	REAL ESTATE	ACQUISITION	TECHNOLOGY	POLICY & REGULATIONS
------------	--------	-------------	-------------	------------	----------------------

Home > Travel >

2 Would You Like To:

[Calculate Per Diem Allowances for a Trip](#) [Look Up Rates By Fiscal](#)

[Back](#)


Select Starting and Ending dates for the trip from the calendar options to the right of each box then click "Next"

GSA	TRAVEL	REAL ESTATE	ACQUISITION	TECHNOLOGY	POLICY & REGULATIONS
------------	--------	-------------	-------------	------------	----------------------

Home > Travel >

3 Enter Travel Dates:

(RATES ARE AVAILABLE BETWEEN 10/1/2012 AND 09/30/2017)

Start Date 08/22/2016 

End Date 08/26/2016

[Back](#) [Next](#)

Select "Print results" at bottom right of screen

GSA TRAVEL REAL ESTATE ACQUISITION TECHNOLOGY POLICY & REGULATIONS
 Home > Travel >

Your search for harrisburg, Pennsylvania

USING RATES FOR DAUPHIN COUNTY EXCLUDING HERSHEY INCLUDING HARRISBURG:

Daily Per Diem Rates: August Lodging: \$106
 August M&IE: \$69

Estimated Per Diem Total: \$734.50

Breakdown

Additional Terms & Conditions

New Search

Print Results

Print Lodging and Meal and Incidental Expense (M&IE) per diem rates - to be included with Approval request form. M&IE expenses include fees and tips for porters, baggage handlers other personal service employees.

Your search for harrisburg, Pennsylvania

Using rates for Dauphin County excluding Hershey including Harrisburg:

Daily Per Diem Rates: August Lodging: \$106
 August M&IE: \$69

Estimated Per Diem Total: \$734.50

Breakdown:

Date	Max. Lodging	M&IE	Total
First Day (08/22/16)	\$106	\$51.75*	\$157.75
August Rate	\$106	\$69	\$175
Last Day (08/26/16)	-	\$51.75*	\$51.75

*The first and last calendar dates of M&IE are calculated at 75%

Additional Terms and Conditions:

Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.


Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."

Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."

When a military installation or Government - related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and / or counties, even though part(s) of such activities may be located outside the defined per diem locality.

This form will provide you with the allowable mileage reimbursement rate when driving your own vehicle. The Hyperlink can be accessed from form CB104.2 (Employee Conference Attendance Approval request)

Link: https://portal.cbsd.org/districtforms/Documents/Finance_Forms/cb104_mileage2017.pdf



Employee Expense Reimbursement

This Form must be submitted quarterly and NO later than the last day of School.

Employee
A/P Vendor #
Position
Building

Date of Trip	Origination	Destination	Miles	Reason for Trip

Mileage reimbursement calculation: 0.0 miles @ 0.535 ¢ = 0.00

Miscellaneous Expenses:

Date	Description	Amount

Total Miscellaneous \$0.00

TOTAL REIMBURSEMENT: \$ \$0.00

All expenses must be itemized and substantiated with attached receipts.

Employee Certification

Supervisor's Approval

Central Accounting

The allowable mileage reimbursement rate will change according to IRS regulations January 1 of each calendar year.

- The Employee Conference Attendance Approval request form CB 104.2 along with GSA trip allocation should be forward to your Immediate Supervisor for Approval.



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: April 3, 2017

Board Agenda Information:

General Fund Disbursements, March 2017

Checks	\$3,369,275.43
Electronic Payments	\$26,206,231.29
Transfers to Payroll	\$7,825,399.17
TOTAL	<u>\$37,400,905.89</u>

Other Disbursements, March 2017

Capital Fund Checks & Electronic Payments	\$1,002,059.05
Food Service Checks & Electronic Payments	\$397,248.76
TOTAL	<u>\$1,399,307.81</u>

Grand total of all Funds \$38,800,213.70

**The Central Bucks School District
General Fund
Treasurer's Report
3/31/2017**

Beginning Cash Balance	\$24,835,231.91
Receipts	
Local General Funds Receipts	
Local Collectors	344,740.63
County of Bucks	192,753.07
EIT	1,903,113.14
Interest Earnings	8,655.81
Facility Use Fees	70,609.75
Tuition, Community School	373,510.31
Contributions	27,505.20
Miscellaneous	30,575.07
Total Local General Funds Receipts	\$2,951,462.98
State General Fund Receipts	
Soc Sec & Retirement	5,816,023.32
State Subsidy- Other	1,922,864.86
Total State General Fund Receipts	\$7,738,888.18
Federal General Fund Receipts	
Title 2	73,651.20
Other Federal Subsidies	209,805.65
Total Federal General Fund Receipts	\$283,456.85
Other Receipts	
Investments Matured	15,000,000.00
Offsets to Expenditures	175,351.59
Total Other Receipts	\$15,175,351.59
Total Receipts	\$26,149,159.60
Total Beginning Cash Balance and Receipts (carried to next page)	\$50,984,391.51

**The Central Bucks School District
General Fund
Treasurer's Report Continued
3/31/2017**

Total Beginning Cash Balance and Receipts (from previous page)		\$50,984,391.51
Disbursements		
* Checks (see detail below)		\$3,369,275.43
Electronic Payments:		
Employee Payroll Taxes/WH	2,784,936.64	
Employer Payroll Taxes	943,414.89	
PSERS Retire	12,666,477.09	
403B/457PMT	378,200.30	
Health Benefit Payments	2,533,202.37	
** Transfer to PSDLAF Account	250,000.00	
Transfer to Long-term Capital	6,646,000.00	
Transfer to Other Funds	<u>4,000.00</u>	
Electronic Payments Total:		\$26,206,231.29
Transfer to Payroll		\$7,825,399.17
Total Disbursements		\$37,400,905.89
Ending Cash Balance	3/31/2017	\$13,583,485.62

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

03/07/2017 Check Run- Board Approved 03/14/2017	\$1,991,266.03
03/15/2017 Check Run- Board Approved 03/28/2017	\$94,135.49
03/21/2017 Check Run- Board Approved 03/28/2017	\$1,688,487.64
03/31/2017 Check Run- Board to Approve 04/12/2017	<u>\$94,156.36</u>
Total Check Runs-	\$3,868,045.52
Less Voided Checks	<u>(\$16,744.34)</u>
March Check Disbursements	\$3,851,301.18
Add Prior Month A/P Funded This Month	\$880,298.03
Less This Month A/P To Be Funded Next Month	<u>\$1,362,323.78</u>
Checks Funded This Month	<u>\$3,369,275.43</u>

**PSDLAF account is funded to cover credit card purchases.

**The Central Bucks School District
Capital Fund
Treasurer's Report Continued
3/31/2017**

Beginning Cash Balance		\$90,952.71
Receipts		
Interest Earnings	\$77.49	
Cash Transfers from Reserve Accounts	\$1,031,197.10	
Total Receipts		\$1,031,274.59
Disbursements		
* Checks (see detail below)	\$999,559.05	
Electronic Payment	\$2,500.00	
Total Disbursements		\$1,002,059.05
Ending Cash Balance		\$120,168.25

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

3/02/17 Check Run-	Board Approved 3/14/17	\$861,951.57
3/16/17 Check Run	Board Approved 3/28/17	\$61,171.03
3/30/17 Check Run	Board to Approve 4/14/17	\$108,074.50
Total Check Runs		\$1,031,197.10
Less Voided Checks		(\$2,500.00)
March Check Disbursements		\$1,028,697.10
Add Prior Month A/P Funded This Month		\$78,936.45
Less This Month A/P To Be Funded Next Month		\$108,074.50
Checks Funded This Month		\$999,559.05

**The Central Bucks School District
Food Service
Treasurer's Report Continued
3/31/2017**

Beginning Cash Balance		\$350,165.10
Receipts		
Interest Earnings	\$131.51	
Student Lunch Account Deposits	\$438,312.17	
Subsidies	\$92,511.50	
Total Receipts		\$530,955.18
Disbursements		
* Checks (see detail below)	\$33,502.19	
Electronic Payments (Aramark)	\$363,746.57	
Total Disbursements		\$397,248.76
Ending Cash Balance		\$483,871.52

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

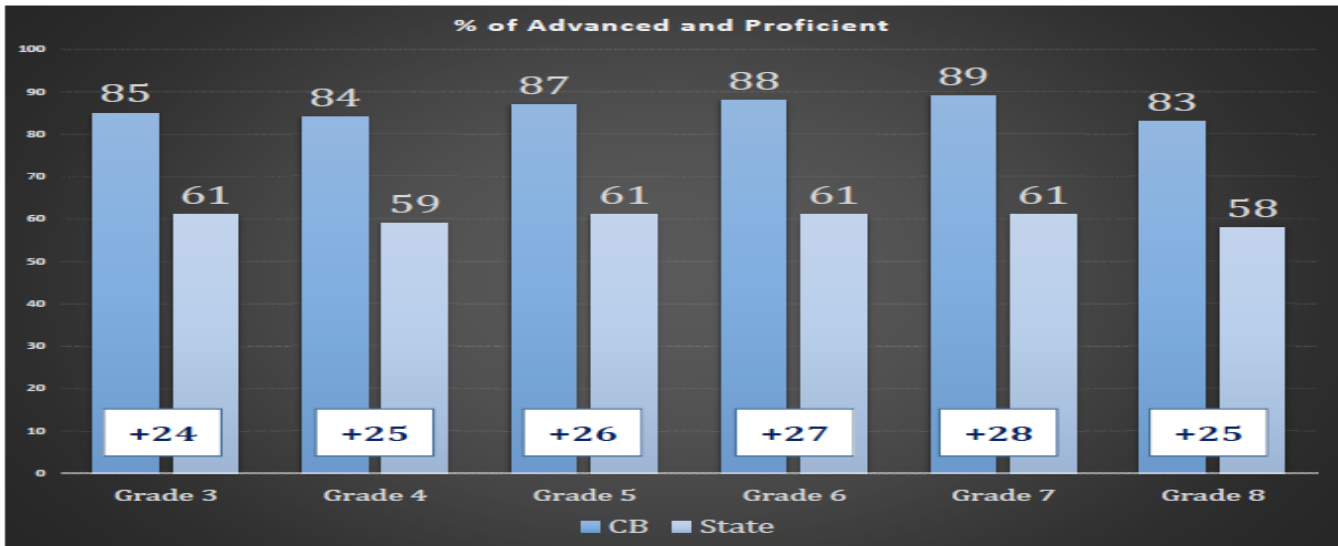
3/22/17 Check Run-	Board to Approve 4/12/17	<u>\$12,550.86</u>
Total Check Runs		\$12,550.86
Voided Checks		<u>\$0.00</u>
March Check Disbursements		\$12,550.86
Add Prior Month A/P Funded This Month		\$22,732.19
Less This Month A/P To Be Funded Next Month		<u>\$1,780.86</u>
Checks Funded This Month		<u>\$33,502.19</u>

Class Profile of Graduating Students

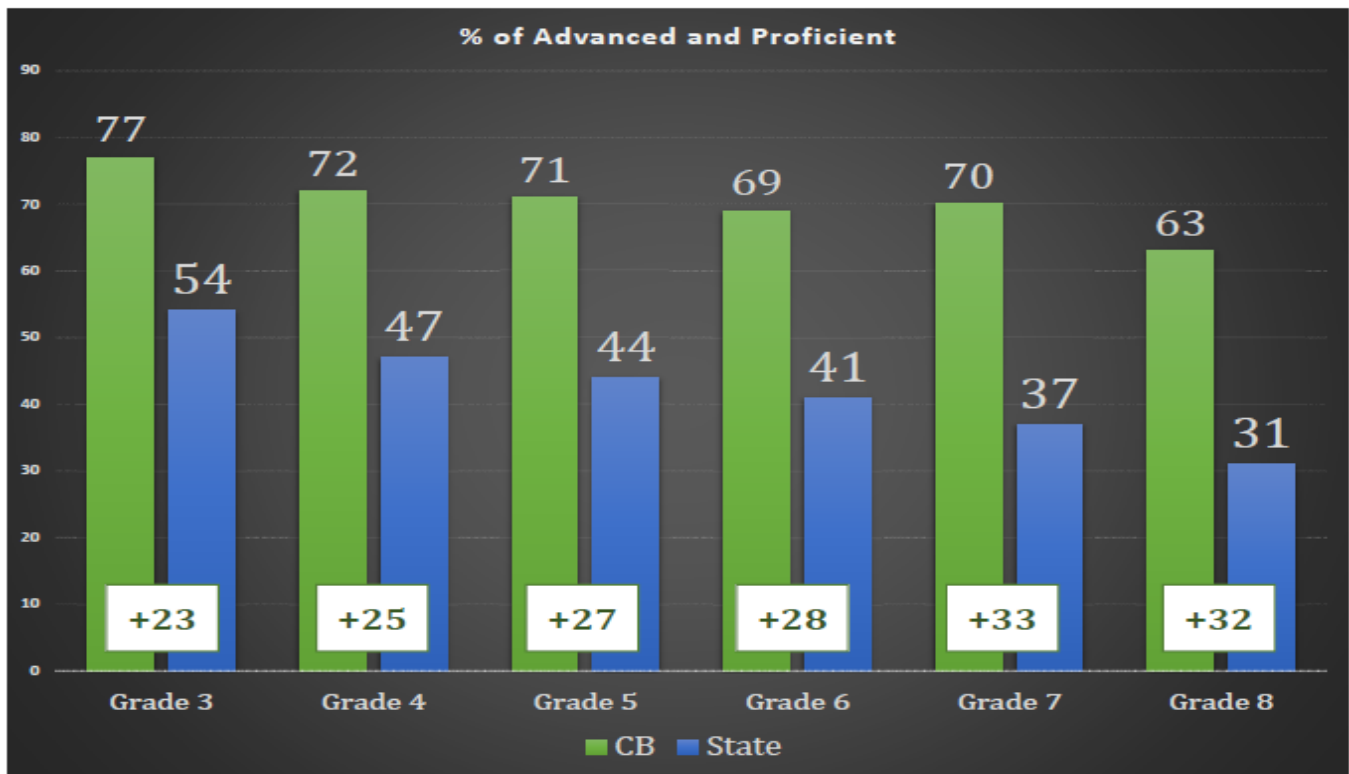
	Class of 2010	Class of 2011	Class of 2012	Class of 2013	Class of 2014	Class of 2015	Class of 2016
4 Year Colleges	75%	75%	76%	77.4%	76.6%	78.2%	76.8%
2 Year Colleges	16%	15%	16%	13.5%	13.4%	13.6%	12.8%
Employment	3%	3%	3%	3%	4%	3.7%	3.2%
Armed Forces	1%	1%	1%	1%	2%	<1%	1.2%
Other	4%	5%	3%	4%	3%	2.6%	6%

Class	# of Graduates	Avg. GPA	Total Submitted College Applications
2007	1,501	3.137	5,474
2008	1,491	3.219	6,152
2009	1,517	3.22	6,350
2010	1,524	3.25	6,862
2011	1,673	3.29	7,802
2012	1,558	3.37	7,215
2013	1,630	3.41	7,170
2014	1,699	3.41	7,852
2015	1,606	3.41	7,470

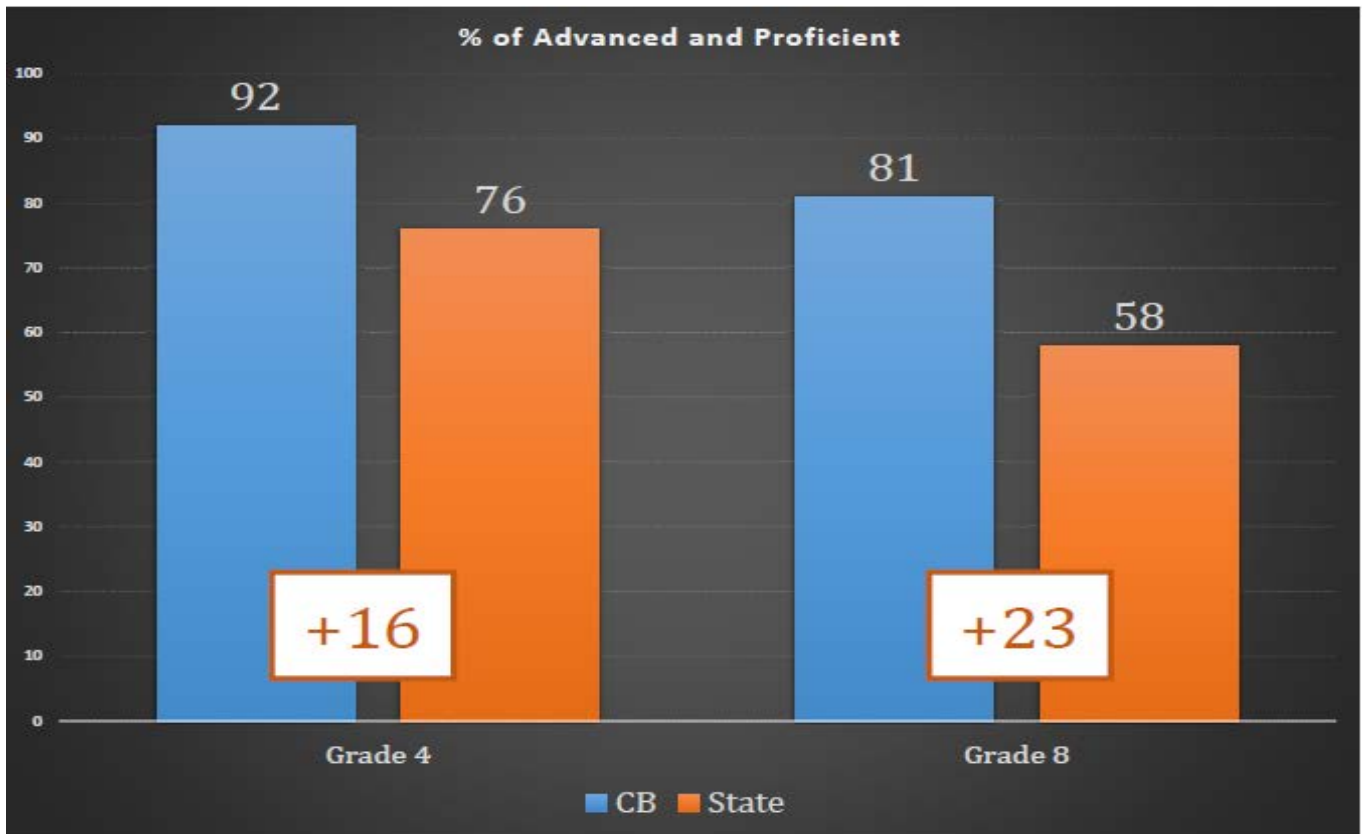
PSSA Scores 2015-16: English Language Arts



PSSA Scores 2015-16: Mathematics



PSSA Scores 2015-16: Science



Keystone Exam Scores

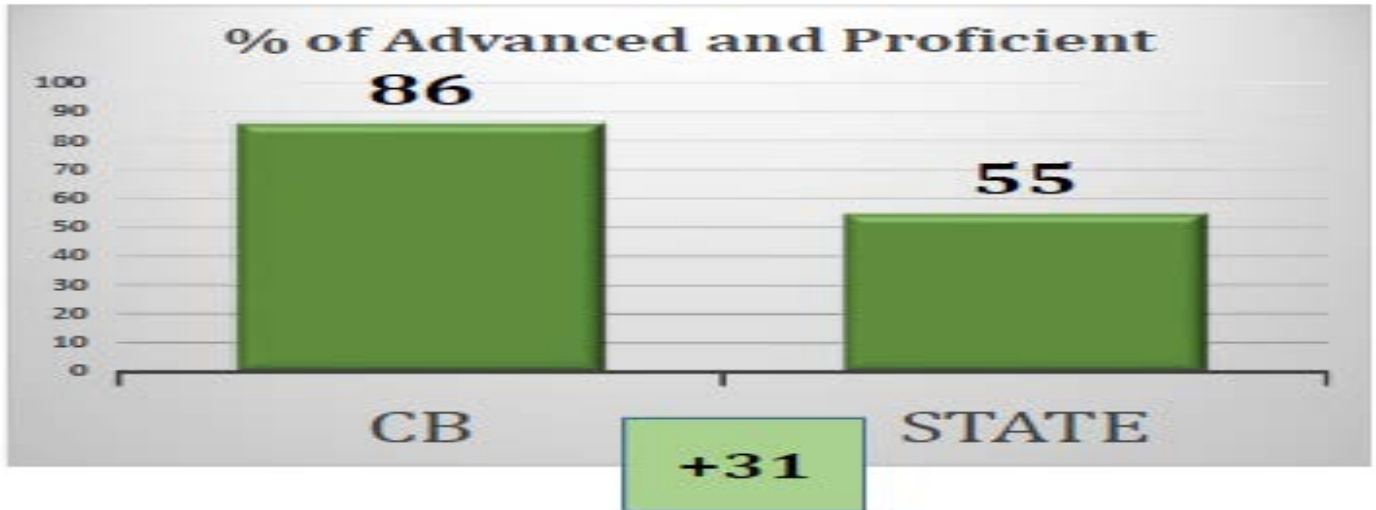
Algebra I Keystone: 2016

- Winter 2015-16
- Spring 2016



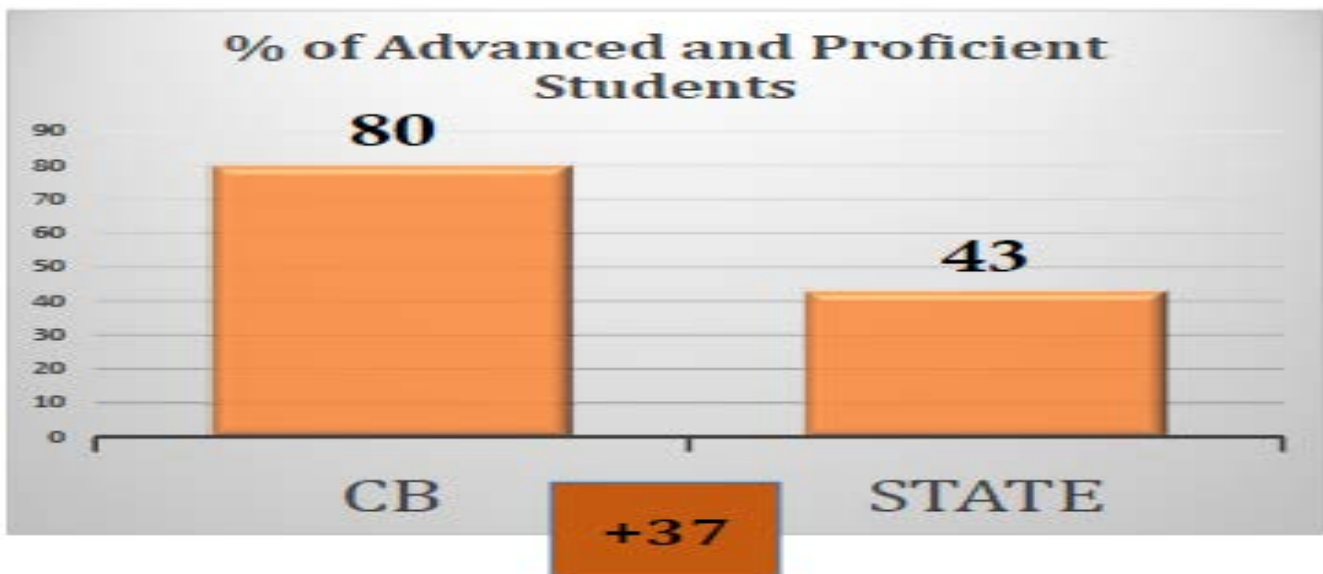
Literature Keystone: 2016

- *Winter 2015-16*
- *Spring 2016*



Biology Keystone: 2016

- *Winter 2015-16*
- *Spring 2016*



SAT: CLASS of 2016

College Bound Seniors Report 2016

2016 Scores	Critical Reading	Math	Writing	TOTAL	% Participation
CB East	556	583	565	1704	91%
CB South	531	556	540	1627	88%
CB West	545	564	539	1648	84%
District	544	568	548	1660	88%

PA	500	506	481	1487
National	494	508	482	1484

Longitudinal CB SAT Scores

Class Of	Cr. Rd.	Math	Wrt	Total	%
2008	534	555	534	1623	84%
2009	535	555	538	1629	81%
2010	537	562	542	1641	82%
2011	541	561	545	1647	87%
2012	537	560	543	1640	87%
2013	538	563	546	1647	87%
2014	539	558	545	1642	87%
2015	541	557	540	1638	89%
2016	544	568	548	1660	88%
CB to Nation	+50	+60	+66	+176	

ACT Scores

ACT Profile: Class of 2016

Average Scores for 2016 Graduates

	Eng.	Math	Reading (Soc St)	Science	Composite
CB East	25.9	26.1	26.4	25.1	26.0
CB South	23.8	24.6	24.5	23.9	24.3
CB West	24.4	25.4	25.6	24.4	25.1
District	24.9	25.4	25.5	24.5	25.2
PA	22.6	23.0	23.6	22.8	23.1
National	20.1	20.6	21.3	20.8	20.8



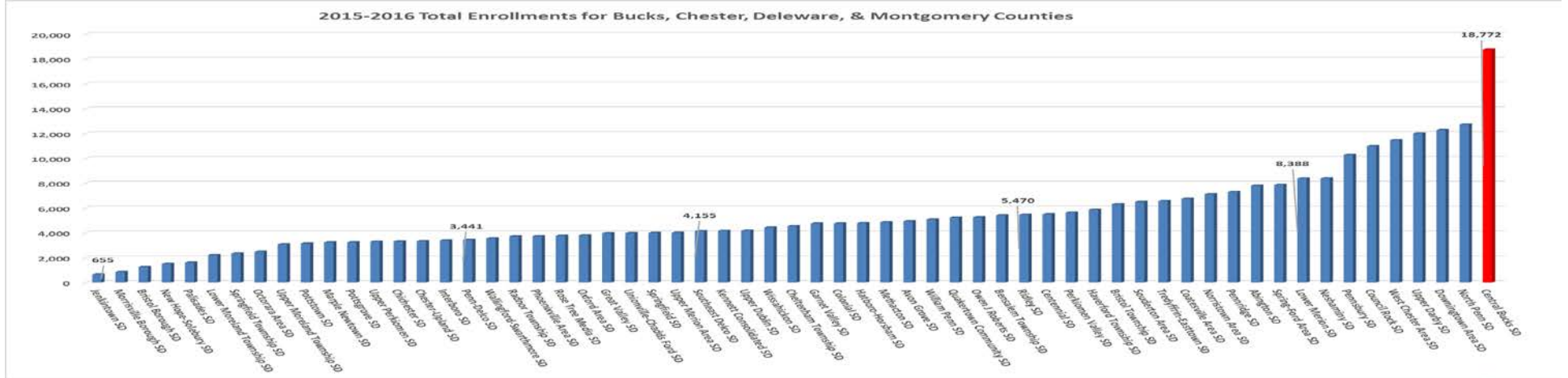
ACT Profile: Class of 2016

Percent of ACT-Tested Students Ready for College-Level Coursework

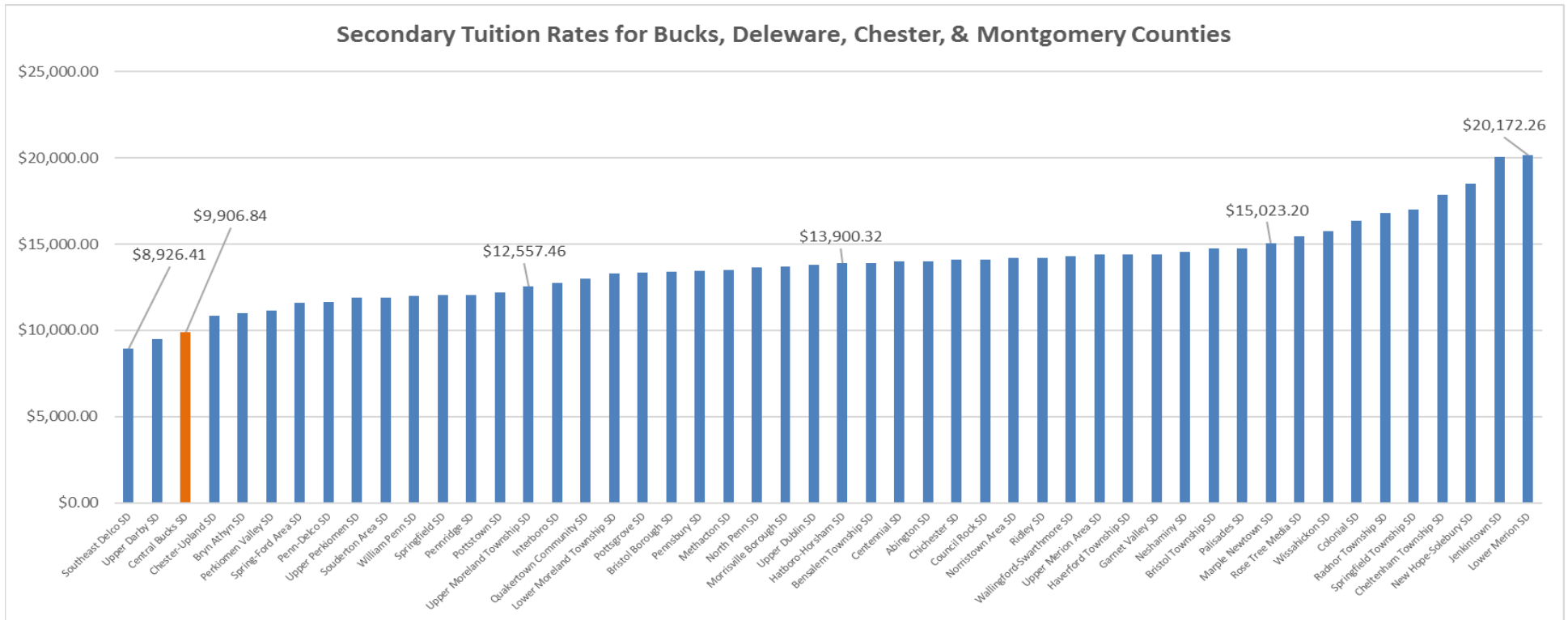
	College Eng. Comp.	College Algebra	College Reading in Soc. St	College Biology	Meeting all Four Benchmarks
CB East	92%	84%	80%	72%	67%
CB South	87%	75%	70%	61%	52%
CB West	91%	81%	75%	71%	63%
District	90%	80%	76%	67%	61%
PA	77%	61%	61%	52%	42%
Nat.	61%	41%	44%	36%	26%



FY 2015-2016 Enrollment Comparison



FY 2015-2016 Secondary Tuition Rates



**Central Bucks School District
Ratification of Investments for the Month of
March, 2017**

Ratifying action is requested on the following investments which were made during the above timeframe.

Long-term Capital - Liquid Investments

Investment funds that are accessible as needed on short notice

<u>Account Type</u>	<u>Placement Date</u>	<u>Amount Placed</u>	<u>Rate</u>	<u>Daily Yield</u>	<u>Bank Name</u>
Full Flex	3/31/2017	\$6,646,000.00	0.70%	\$127.46	PSDLAF
		\$6,646,000.00		\$127.46	

**Central Bucks School District
Investment Portfolio
Summary Totals by Bank
March 31, 2017**

Bank Name	Principal Amount
BB&T Bank	6,074
Firsttrust Bank	45,136,732
MBS	2,205,000
PLGIT	16,320,800
PSDLAF	43,898,769
Quakertown National Bank	3,562,671
Santander	14,794
TD Bank	32,532,025
Univest Bank & Trust	32,431,594
William Penn Bank	248,000
Total	176,356,457

**Central Bucks School District
Investment Portfolio
General Fund- Bank Balances
March 31, 2017**

<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>				
3/31/17	TD Bank	4/1/17	0.45%	13,583,486
3/31/17	TD Bank Municiple Choice	4/1/17	* 0.55%	8,794,611
3/31/17	PLGIT	4/1/17	0.48%	5,533
3/31/17	PSDLAF MAX Acct	4/1/17	0.50%	698
3/31/17	PSDLAF MAX Acct-Healthcare	4/1/17	0.50%	4,413
3/31/17	PSDLAF MAX Acct	4/1/17	0.50%	334,144
Total General Fund Bank Accounts				22,722,885
<u>GENERAL FUND CDs</u>				
Individual Bank CDs:				
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:				
6/14/16	Western Alliance Bank	6/14/17	0.80%	191,000
2/7/17	Tristate Capital Bank-Healthcare	2/7/18	1.00%	245,000
Multi Bank Securities CDs:				
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
12/14/16	BMW Bank of North America	12/14/17	1.00%	245,000
12/21/16	Enerbank USA	12/21/17	1.00%	245,000
1/11/17	Discover Bank	1/11/18	1.00%	245,000
1/17/17	Infinity Federal Credit Union	1/17/18	1.15%	245,000
1/20/17	Safra National Bank	1/19/18	1.05%	245,000
1/5/17	Shinham Bank	1/29/18	1.05%	245,000
Total General Fund CDs				3,136,000
<u>GENERAL FUND MONEY MARKET ACCOUNTS</u>				
3/31/17	Santander	4/1/17	0.45%	14,794
3/31/17	BB&T Bank	4/1/17	0.25%	6,074
3/31/17	PSDLAF Full Flex-Healthcare	4/1/17	0.70%	696,000
3/31/17	PLGIT I-Class	4/1/17	0.65%	16,068,266
3/31/17	Univest Bank & Trust	4/1/17	0.45%	32,431,594
3/31/17	Firstrust Bank	4/1/17	0.45%	45,136,732
3/31/17	Quakertown National Bank	4/1/17	0.30%	7,349
3/31/17	Quakertown National Bank-Post Employment	4/1/17	0.55%	3,555,322
3/31/17	TD Bank- Healthcare	4/1/17	0.45%	1,588,206
3/31/17	TD Bank- Post Employment	4/1/17	0.45%	5,822,885
Total General Fund Money Market Accounts				105,327,222
Total General Fund				131,186,107

* Interest earnings credited to offset fees

**Central Bucks School District
Investment Portfolio
Capital Fund- Bank Balances
March 31, 2017**

<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>				
3/31/17	TD Bank Fund 3 Operations Acct	4/1/17	0.45%	120,168
		Total Fund 3 Operations Account		120,168
<u>Short Term Capital Reserve</u>				
3/31/17	TD Bank	4/1/17	0.45%	1,079,848
		Total Short Term Capital Reserve		1,079,848
<u>Capital Café Equip Reserve</u>				
3/31/17	TD Bank Capital Proj- Bldg Cafeteria/Equip	4/1/17	0.45%	560,857
		Capital Café Equip Reserve		560,857
<u>Technology Capital Reserve</u>				
3/31/17	TD Bank	4/1/17	0.45%	71,559
		Total Technology Reserve		71,559
<u>Transportation Capital Reserve</u>				
3/31/17	TD Bank	4/1/17	0.45%	333,061
		Total Transportation Reserve		333,061
<u>Long Term Capital Reserve</u>				
3/31/17	PSDLAF MAX Acct	4/1/17	0.50%	651
3/31/17	PSDLAF Full Flex	4/1/17	0.70%	6,670,000
3/31/17	PSDLAF Full Flex	4/1/17	0.90%	16,074,000
		Total Long Term Capital Reserve		22,744,651
		Total Capital Fund		24,910,145

**Central Bucks School District
Investment Portfolio
Debt Service Fund- Bank Balances
March 31, 2017**

<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>				
3/31/17	PSDLAF MAX Acct	4/1/17	0.50%	27,863
3/31/17	PSDLAF Full Flex Acct	4/1/17	0.70%	19,655,000
3/31/17	TD Bank	4/1/17	0.45%	93,471
Total Debt Service Reserve				19,776,334

**Central Bucks School District
Investment Portfolio
Food Service Fund- Bank Balances
March 31, 2017**

<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>				
3/31/17	TD Bank Fund 5 Operations Acct	4/1/17	0.45%	<u>483,872</u>
			Total Food Service Fund	483,872
			Grand Total- All Funds	<u>176,356,457</u>
			Weighted Average Rate of Return	0.55%

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 3/31/2017	Target Amount	% of Target	Comments
Short term Capital	\$299,754.19	\$12,000,000.00	\$11,842.90	\$11,231,749.08	\$6,396,480.59	-\$5,316,632.58			
Café Equipment Capital	\$709,952.00		\$2,438.44	\$151,533.03	\$0.00	\$560,857.41			
Technology	\$599.00	\$2,086,639.00	\$838.28 *	\$2,016,516.94	\$68,500.62	\$3,058.72			
Transportation	\$639,347.00	\$1,000,000.00	\$3,594.50	\$1,309,880.50	\$60.00	\$333,001.00			
Long Term Capital	\$16,037,834.41	\$6,646,000.00	\$60,816.59			\$22,744,651.00	\$42,000,000.00	54%	
Totals	\$17,687,486.60	\$21,732,639.00	\$79,530.71	\$14,709,679.55	\$6,465,041.21	\$18,324,935.55	\$42,000,000.00	54%	

Capital Reserve Account Expenditure Detail:		Comments
<u>Short Term Capital</u>		<u>Technology</u>
Unami	\$989,429.10	* \$1,578,246.50 of the total expenditures occurred in 2016 and was temporarily funded from Long Term Capital
Holicong	\$4,345,258.32	
Misc. Projects	\$5,897,061.66	
Total	\$11,231,749.08	

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		\$120,684.00			\$19,776,334.00	\$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

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
March 31, 2017**

	Adjusted Budget	Projected Expense	Positive (Negative) Variance
PAYROLL	152,134,017	151,356,989	777,028
FICA_MED	11,290,300	11,197,508	92,792
RETIREMENT	<u>45,013,913</u>	<u>45,137,558</u>	<u>(123,645)</u>
TOTAL	208,438,230	207,692,055	746,175
			0.36% Of Budget

Updated projection based on history and current payroll trends - based on expense to date as of 3/31/17, expect to be very close to budget.

	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		<u>18,000.00</u>
Est cost of new positions		901,500
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)
		(820,000.00)

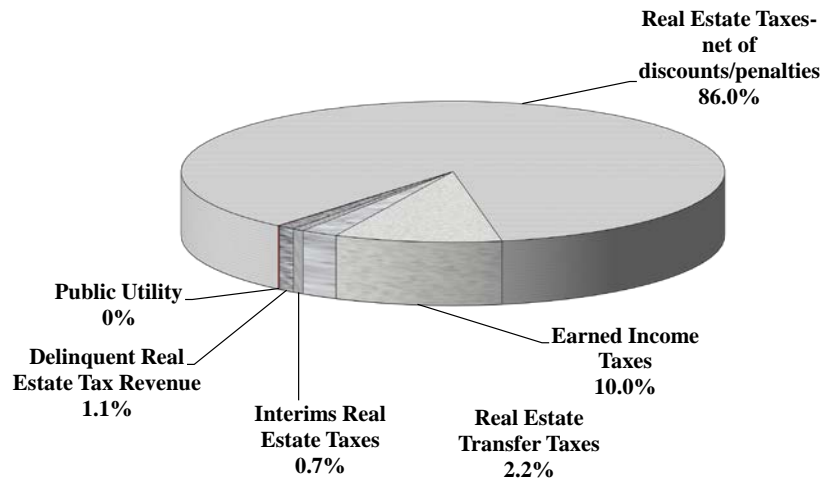
**Central Bucks School District - Fringe Benefits Report
31-Mar-17**

	2017-18 Proposed Budget	2016-17 Adjusted Budget	Encumbered	Spent (Net of Payments less copays)	Balance	% Committed	2015-16 Actuals	2016-17 Budget Increase over 15-16 Actual	% increase 2016-17 Budget to 15-16 Actual
271 Health care	22,950,097	20,184,389	4,029,136	17,463,208	(1,307,955)	106%	16,574,742	3,609,647	21.78%
Self Insured: Spent based on expense to date; encumbered based on expected claims for remainder of the year. Projected 1718 based on current trend.	13.70%			Self Insured: Spent = paid claims+premium prmts into stop loss plan; encumbered = expected claims and stop loss premiums based on trends. Exps reduced by empl prem cost share. Expect to exceed 1516 by \$4.9M		(1,307,955)			
272 Dental coverage	1,256,639	1,318,018	290,385	943,254	84,379	94%	1,166,300	151,718	13.01%
Self Insured: Curr Yr = 99,000 per month w/ qtrly reconciliations	-4.66%								
213 Life insurance	181,760	234,666	54,903	159,362	20,401	91%	207,680	26,986	12.99%
Premium based; adjusted monthly based on salary report	-22.55%								
274 Disability coverage	218,481	255,589	48,194	105,371	102,024	60%	225,464	30,125	13.36%
Self Insured: Expense = paid to date; encumbered = expected claims based on experience	-14.52%			50% lower than to date in 15/16; if continues will be under budget					
276 Prescription drugs	7,173,326	6,635,895	1,600,682	4,722,168	313,045	95%	6,232,368	403,527	6.47%
Self Insured: Spent based on submitted claims; encumbered = expected claims based on experience & trends; 1718 budget is about \$300,000 under recommendation of CVS Rep.	8.10%			2.17% incrs year to date; if continues will be about 6.33M					
250 Unemployment comp	45,951	45,496	17,414	25,348	2,734	94%	48,980	(3,484)	-7.11%
Self Insured: Spent based on submitted claims; encumbered = expected claims based on experience & trends	1.00%								
260 Workers comp	1,619,843	1,308,046	78,570	1,410,571	(181,095)	114%	1,207,874	100,172	8.29%
Self Insured: Based on estimated premium provided by SDIC and adjusted based on prior yr experience	23.84%								
240 / 290 Miscellaneous/Tuition	530,034	509,560	135,346	385,271	(11,057)	102%	507,579	1,981	0.39%
Expenses incurred over course of the year	4.02%								
Totals	33,976,131	30,491,659	6,254,630	25,214,554	(977,525)	103.21%	26,170,987	4,320,672	16.5% *
	\$ 3,484,472	or 4.03%*		31,469,184		-3.21%	20.24%	% Incrs in exps. 1617 to 1516 based on projections	
	Total 17/18 budget incrs over 16/17					+ Var			

Note: Healthcare and prescription expenses are a significant portion of the fringe expense. Will continue to monitor and adjust these lines up to finalization of the budget.

- * Due to a shift in trends for expenses related to healthcare, prescription drugs and workers comp the position of the fringe budget from 1617 to 1718 has changed
1. The projected increase in health care expenses has increased based on the current year actuals; may need a budget transfer if current level of increase doesn't slow.
 2. Dental, Life, Disability, & PA UC budgets have been pulled back due to positive variances on these line. Workers Comp was increased due to trends of increasing costs.
 4. 1718 budget amounts will be adjusted as current year data is updated.

**Central Bucks School District
Projected Tax Collections
31-Mar-17**



<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	\$24,640,700	\$765,700	103.2%	23,942,867	25,347,000
3 Real Estate Transfer Taxes	4,900,000	5,450,000	550,000	11.22%	5,344,465	6,000,000
4 Interims Real Estate Taxes	1,850,000	1,700,000	(150,000)	-8.11%	1,602,641	1,850,000
5 Delinquent Real Estate Tax Revenue	2,550,000	2,604,500	54,500	2.14%	2,689,277	2,550,000
6 Public Utility	242,000	269,762	27,762	11.47%	274,496	270,000
Total	\$245,719,642	\$247,615,234	\$1,895,592	0.77%	244,556,506	250,722,324
			0.771%			

- 1 Expect collections to be in line with prior years, which about 94.5% to 95.3%. The projection above reflects a 94.9% collection rate.
- 2 The EIT revenue jumped by 11% in 2013-14, but some of the spike was due to delinquent collections so it was uncertain if that level of revenue would continue. In 2016-17 budget amount was increased by 6.7% to bump it up to the continued higher level. [Current Year collections have slowed](#), so may not meet this projection, depends on next 3 mos.the projection for this year and increased the 2017-2018 budget amount as well to reflect additional 2% growth.
- 3 Real Estate Transfer taxes have increased at about 16.5% over the past 2 years. Because collections continue to trend behind last year the [projection for next year was decreased](#).
- 4 Interim Tax billings are up about 30% over last year at this time, but collection rates are below prior years. [Projected 1617 revenue was reduced](#) base on year to date collections and interim tax billing during this year.
- 5 Expect collections of Delinquent Taxes in 1617 to be close to last year; because [current collections continue to lag the line was reduced](#).
- 6 Final - 100% collected - line was decreased too much, will move back to the \$270,000 range for 1718

Central Bucks School District

Expenditure Summary

As of March 31, 2017

Orange highlights indicate potential budget transfer areas.

	2017-2018 Prelim Budget	Adjusted Budget	Encumbered	YTD Expended	Balance	% Committed	
1000 INSTRUCTION							
1100 REGULAR PROGRAMS							
100 SALARIES BUDGET	85,548,049	82,317,292	33,650,737	49,259,811	(593,255)	100.7%	Will need a budget transfer due to increased sub costs of \$320,000; remaining negative maybe ok??
200 EMPLOYEE BENEFITS	50,429,563	45,150,313	18,315,000	26,833,969	1,344	100.0%	Benefits Encumbered based on Projections - project benefits to be very close to budget, could exceed
300 PURCH PROF/TECH SERV	54,727	40,622	-	23,455	17,167	57.7%	Exps occur over course of year; not encumbered - assemblies, etc
400 PURCH PROP SERVICES	639,286	759,658	96,954	461,479	201,225	73.5%	Copier, Pringing Exps.; Property Maint.; expect + variance 75to 100,000
500 OTHER PURCH SERVICES	1,056,239	1,023,250	327,210	663,501	32,539	96.8%	Bldg/Curr Budgets: travel reimb. Plus other purchased service - Moved Charter School Exp from 1400
600 SUPPLIES	2,104,560	2,054,813	696,785	1,335,699	22,329	98.9%	Expenditures for supplies occur over course of year - avg exp - 2.2M; could be over budget??
700 PROPERTY	260,640	255,529	26,627	192,562	36,339	85.8%	Bldg Budgets: property /equip. purchases
800 OTHER OBJECTS	5,651	14,540	145	3,247	11,148	23.3%	Bldg Budgets for dues/fees/memberships
1100 REGULAR PROGRAMS	140,098,715	131,616,017	53,113,457	78,773,723	(271,164)	100.2%	
1200 SPECIAL ED							
100 SALARIES BUDGET	23,075,037	22,414,766	8,499,092	13,462,841	452,833	98.0%	Teachers; Specialists; Subs; Eas; PCAs - s/b + variance - will trnsf part to 1100-100
200 EMPLOYEE BENEFITS	15,472,054	13,821,953	5,291,108	8,529,185	1,660	100.0%	Benefits Encumbered based on Projections
300 PURCH PROF/TECH SERV	2,977,650	3,360,500	868,749	1,916,475	575,276	82.9%	Purch. Prof Srvc: IU Srvc; Therapy Svc; ESY; Outside Ed Svcs; 4 yr avg = 3.3M
400 PURCH PROP SERVICES	5,100	5,000	1,500	2,807	693	86.1%	Printing/Copying ; equipmment maint./repair
500 OTHER PURCH SERVICES	1,532,777	1,502,723	345,339	1,162,503	(5,119)	100.3%	Appr. Private Schools; Spec.Placement; 1:1 svcs; misc bldg budg exps; inclds Charter Sch SpecEd
600 SUPPLIES	208,306	203,243	8,116	178,636	16,491	91.9%	Program supplies; ex: IReadyReadingMath
700 PROPERTY	73,695	72,250	2,908	51,645	17,697	75.5%	Speical equipmment/property purchases
800 OTHER OBJECTS	1,020	1,000	-	1,750	(750)	175.0%	Bldg Budgets for dues/fees/memberships - will need a transf
1200 SPECIAL ED	43,345,640	41,381,435	15,016,812	25,305,842	1,058,781	97.4%	
1300 VOCATIONAL EDUCATION							
500 OTHER PURCH SERVICES	4,942,794	4,690,015	985,795	3,627,682	76,538	98.4%	Vo-Tech Services plus debt payment oblication
1300 VOCATIONAL EDUCATION	4,942,794	4,690,015	985,795	3,627,682	76,538	98.4%	
1400 OTHER INS PROG EL/SEC							
100 SALARIES BUDGET	716,660	627,310	248,834	394,268	(15,793)	102.5%	Homebound Instruction; EnglishLanguageLearners
200 EMPLOYEE BENEFITS	399,759	264,868	42,200	219,575	3,093	98.8%	Benefits Encumbered based on Projections
300 PURCH PROF/TECH SERV	87,210	85,500	56,491	24,763	4,247	95.0%	Purchased other instruction: Homebound - Horsham Clinic
500 OTHER PURCH SERVICES	2,074,680	2,134,000	663,610	1,355,366	115,024	94.6%	Purchased Services: Charter Schools; Foundations Behav.Hlth; CourtPlacements; Reimb. Exps
600 SUPPLIES	30,000	27,000	-	84,817	(57,817)	314.1%	Program Supplies (needed updated text books & supplies not budgeted)
1400 OTHER INS PROG EL/SEC	3,308,309	3,138,678	1,011,135	2,078,789	48,754	98.4%	
1000 INSTRUCTION	191,695,458	180,826,145	70,127,199	109,786,037	912,909	99.5%	

Central Bucks School District
Expenditure Summary
As of March 31, 2017

	2017-2018 Prelim Budget	Original Budget	Encumbered	YTD Expended	Balance	% Committed	
2000 SUPPORT SERVICES							
2100 PUPIL PERSONNEL							
100 SALARIES BUDGET	8,485,598	8,301,020	3,258,757	5,021,031	21,232	99.7%	Admin;Psychologists;Speech;Guidance; Clerical
200 EMPLOYEE BENEFITS	5,521,761	4,730,947	1,845,000	2,883,734	2,213	100.0%	Benefits Encumbered based on Projections
300 PURCH PROF/TECH SERV	85,680	101,450	1,525	39,004	60,921	39.9%	ProfSvc: Record preservation; Canine Patrol, Due Process
400 PURCH PROP SERVICES	1,020	1,000	0	0	1,000	0.0%	Print shop expenses
500 OTHER PURCH SERVICES	1,750	1,716	0	1,629	87	95.0%	reimb. Mileage.exps
600 SUPPLIES	79,265	77,380	2,520	55,286	19,574	74.7%	testing & evaluation materials for guidance, psychologists, spch
2100 PUPIL PERSONNEL	14,175,074	13,213,513	5,107,802	8,000,684	105,027	99.2%	
2200 INSTRUCTIONAL STAFF							
100 SALARIES BUDGET	6,989,337	6,306,790	2,104,058	4,409,725	-206,993	103.3%	Admin; TechStaff;SpecEd Superv.Coordinators,Library
200 EMPLOYEE BENEFITS	4,500,056	3,752,574	1,241,300	2,508,206	3,068	99.9%	Benefits Encumbered based on Projections
300 PURCH PROF/TECH SERV	48,613	31,800	0	33,652	-1,852	105.8%	Professional development; wrkshps & training sessions
400 PURCH PROP SERVICES	41,461	82,750	20,000	57,999	4,751	94.3%	Software licenses; system maintenance; printing
500 OTHER PURCH SERVICES	242,305	239,660	1,359	166,175	72,125	69.9%	Tech support exps; conferences;reimb exps;
600 SUPPLIES	382,146	515,360	103,857	387,884	23,619	95.4%	AV supplies/software lic; Library Lic; CyberSecurityFees; misc sftware lic.
700 PROPERTY	118,809	94,574	1,671	64,626	28,277	70.1%	TV Studio exps;projectors;headphoiness; lpadAire; cables, etc.
800 OTHER OBJECTS	8,762	8,590	0	5,591	2,999	65.1%	Subscriptions/membership fees
2200 INSTRUCTIONAL STAFF	12,331,488	11,032,098	3,472,245	7,633,860	-74,007	100.7%	
2300 ADMINISTRATION							
Princ Office; Superintendents; HR							
100 SALARIES BUDGET	8,961,867	8,454,174	2,194,622	6,332,204	-72,652	100.9%	Superintendents & Staff;Principal Office Staff;HR Dir.& Staff
200 EMPLOYEE BENEFITS	5,103,516	4,320,769	1,196,108	3,123,601	1,060	100.0%	Benefits Encumbered based on Projections
300 PURCH PROF/TECH SERV	1,017,696	1,242,500	481,587	687,661	73,252	94.1%	Legal Exps; Tax Assessment/Collect.Svc Audit Svc.;
400 PURCH PROP SERVICES	22,542	22,100	5,861	15,604	635	97.1%	Print Shop/Copier Fees
500 OTHER PURCH SERVICES	388,014	380,406	80,000	293,546	6,860	98.2%	Ins.; Adv.; Postage; Reimb exps/conferences
600 SUPPLIES	120,175	94,186	29,095	92,678	-27,587	129.3%	Office Spplies/nonClassroom supplies; Meals/bevrgs.
700 PROPERTY	24,735	9,450	19,126	25,673	-35,349	474.1%	Office furniture - varies yoy 9,000 to 30,000; redid 2 offices
800 OTHER OBJECTS	49,214	48,727	8,040	36,429	4,258	91.3%	memberships; subscriptions; <i>* Break down of detail</i>
2300 ADMINISTRATION	15,687,759	14,572,312	4,014,439	10,607,394	-49,522	100.3%	
2400 PUPIL HEALTH							
100 SALARIES BUDGET	2,592,917	2,573,899	958,544.0	1,570,442.9	44,912	98.3%	Nurses; Staff Nurses
200 EMPLOYEE BENEFITS	1,612,134	1,367,333	501,000.0	864,857.2	1,476	99.9%	Benefits not encumbered
300 PURCH PROF/TECH SERV	56,610	55,500	26,110	24,536	4,854	91.3%	PhysicianSvc
400 PURCH PROP SERVICES	1,530	1,500	0	0	1,500	0.0%	Printing; Copying; Equip repair/maint.
500 OTHER PURCH SERVICES	1,122	1,100	0	753	347	68.5%	Mileage/Conference reimb.
600 SUPPLIES	56,478	55,100	2,044	35,632	17,424	68.4%	Nursing Supplies
700 PROPERTY	19,380	19,000	0	9,011	9,989	47.4%	Medical Equip. :AED replacements; audiometer, thermometers, etc.
800 OTHER OBJECTS	102	100	65	255	-220	320.0%	will need trnsf
2400 PUPIL HEALTH	4,340,272	4,073,532	1,487,763	2,505,487	80,282	98.0%	

Central Bucks School District
Expenditure Summary
As of March 31, 2017

	2017-2018 Prelim Budget	Original Budget	Encumbered	YTD Expended	Balance	% Committed	
2500 BUSINESS							
100 SALARIES BUDGET	1,009,538	1,105,885	246,310	727,435	132,141	88.1%	Business Office
200 EMPLOYEE BENEFITS	602,446	529,026	152,500	375,524	1,002	99.8%	Benefits Encumbered based on Projections
300 PURCH PROF/TECH SERV	29,070	35,000	1,635	28,434	4,931	85.9%	Professional service:Bank; Coop purchasing
400 PURCH PROP SERVICES	9,486	9,300	650	385	8,265	11.1%	Equip. maint; software fees
500 OTHER PURCH SERVICES	18,870	18,500	7,231	9,236	2,032	89.0%	Mail; advertising; reimb exps
600 SUPPLIES	18,216	17,800	2,222	12,615	2,963	83.4%	Office Supplies; Food/Beverages
700 PROPERTY	1,836	1,800	-	1,233	567	68.5%	Office Furniture; chairs
800 OTHER OBJECTS	3,366	3,300	-	3,800	(500)	115.2%	Dues, subscriptions, memberships: PASBO
2500 BUSINESS	1,692,828	1,720,611	410,548	1,158,662	151,401	91.2%	
2600 OPERATIONS							
100 SALARIES BUDGET	9,367,473	9,609,260	2,378,111	7,170,495	60,655	99.4%	Facilities
200 EMPLOYEE BENEFITS	6,148,121	6,427,332	2,106,000	4,317,701	3,631	99.9%	Benefits Encumbered based on Projections
300 PURCH PROF SERVICES	-	-	113,805	-	(113,805)		fees for cost study; these svc typically in Fund 3
400 PURCH PROP SERVICES	5,012,854	5,183,799	1,650,545	3,505,257	27,997	99.5%	Purchased Property Svc: see budget book; 3 yr avg= 4.8M, should be +variance
500 OTHER PURCH SERVICES	559,783	615,740	1,600	814,129	11	100.0%	Insurances; reimbursable exps : 3 yr avg=546,400 - possible over encumbrance - watch
600 SUPPLIES	2,855,464	2,944,622	902,657	1,925,298	116,667	96.0%	Spent to date running behind last yr at this time; \$2.6M spent 1516 so s/b ok
700 PROPERTY	100,900	200,000	41,560	140,024	18,417	90.8%	4 yr Avg= \$100,000
800 OTHER OBJECTS	3,978	3,900	2,247	75	1,578	59.5%	4 yr avg = \$2,800
2600 OPERATIONS	24,048,574	24,984,653	7,196,524	17,672,978	115,151	99.5%	
2700 PUPIL TRANSPORTATION							
100 SALARIES BUDGET	5,443,435	5,408,802	1,717,062	3,611,934	79,806	98.5%	Admin; clerical; drivers;dispatchers;mechanics; subs;trainers/safety; bus aides
200 EMPLOYEE BENEFITS	4,320,346	3,802,245	1,430,000	2,365,870	6,375	99.8%	Benefits Encumbered based on Projections
300 PURCH PROF/TECH SERV	2,911	3,000	-	2,854	146	95.1%	AccuWeather Svc
400 PURCH PROP SERVICES	170,561	170,500	40,440	90,656	39,404	76.9%	Copier Exps; Equip Maintenance, Bus Repairs; Electric/Gas/Sewer
500 OTHER PURCH SERVICES	9,638,943	9,499,944	3,691,961	5,373,130	434,853	95.4%	Contracted Transp. Svc; Insurance; CellPhone exps; reimb. Exps
600 SUPPLIES	578,200	918,844	327,986	373,040	217,818	76.3%	Fuel Exp; Misc/small parts; Office Supplies;Tool purchase;DrugTests; EmplmntTests
700 PROPERTY	60,100	60,000	-	728	59,272	1.2%	3 yr avg = 23,500; last yr =0 ???
800 OTHER OBJECTS	561	550	-	100	450	18.2%	PASBO dues
2700 PUPIL TRANSPORTATION	20,215,066	19,863,886	7,207,449	11,818,313	838,123	95.8%	
2800 CENTRAL SUPPORT							
100 SALARIES BUDGET	858,161	904,144	207,677	610,905	85,562	90.5%	Technology Administrators; Network support Admin ; clerical; tech aides; helpdesk
200 EMPLOYEE BENEFITS	521,786	459,309	120,000	329,930	9,379	98.0%	Benefits Encumbered based on Projections
300 PURCH PROF/TECH SERV	203,689	302,200	6,609	157,984	137,606	54.5%	Crossing Guards;
400 PURCH PROP SERVICES	647,500	730,000	63,463	616,256	50,282	93.1%	Blackboard; Synervoice; Software Maint.Ageements;
500 OTHER PURCH SERVICES	406,674	294,000	148,509	131,448	14,043	95.2%	Phones; I.U. WAN; Server Storage
600 SUPPLIES	55,908	87,500	25,411	106,598	(44,508)	150.9%	Will need a transfer of at least 20,000
700 PROPERTY	42,840	50,000	-	24,095	25,905	48.2%	Will transfer from this line for supplies exp above
2800 CENTRAL SUPPORT	2,736,558	2,827,153	571,686	1,977,216	278,270	90.2%	
2900 OTHER SUPPORT SERVICES							
500 OTHER PURCH SERVICES	240,400	235,000	-	224,634	10,366	95.6%	I.U. Expenses: State deductions from Basic Ed Sub; Instr., Materials
2900 OTHER SUPPORT SERVICES	240,400	235,000	-	224,634	10,366	95.6%	
2000 SUPPORT SERVICES	95,468,010	92,522,757	29,468,438	61,599,227	1,455,092	98.4%	

Central Bucks School District
Expenditure Summary
As of March 31, 2017

	2017-2018 Prelim Budget	Original Budget	Encumbere d	YTD Expended	Balance	% Committed	
3200 STUDENT ACTIVITIES							
100 SALARIES BUDGET	2,206,671	2,014,175	400,000	1,613,926	249	100.0%	Athletic Directors & staff; Based on remaining EDRs may need trnsf
200 EMPLOYEE BENEFITS	998,319	844,902	197,500	646,958	444	99.9%	Benefits Encumbered based on Projections
300 PURCH PROF/TECH SERV	643,049	568,818	285,000	268,950	14,868	97.4%	Professional Svc: officials; trainers; Police;AmbulanceConcussionTest
500 OTHER PURCH SERVICES	31,416	30,800	10,000	16,880	3,920	87.3%	Reimbursable exps.
600 SUPPLIES	358,002	348,700	70,119	402,609	(124,028)	135.6%	Will need a trnsf - new sports added
700 PROPERTY	90,066	88,300	5,218	40,686	42,396	52.0%	Bigger equipment items
3200 STUDENT ACTIVITIES	4,327,523	3,895,695	967,837	2,990,009	(62,151)	101.6%	
3300 COMMUNITY SERVICES							
100 SALARIES BUDGET	2,226,259	2,096,500	649,456	1,494,779	(47,735)	102.3%	Admin.; Child Care Supervisors;Instructors;Clerical;Aquatics; Camps
200 EMPLOYEE BENEFITS	1,130,320	974,301	347,000	626,263	1,038	99.9%	Benefits Encumbered based on Projections
300 PURCH PROF/TECH SERV	86,400	65,500	3,751	77,714	(15,965)	124.4%	School Works fees; contracted pool svc.; Student Camps
400 PURCH PROP SERVICES	5,916	5,800	-	2,608	3,192	45.0%	Diving Board Maint.; equip maint.
500 OTHER PURCH SERVICES	34,089	29,200	7,000	17,675	4,525	84.5%	Advertising; Postage; Reimb.exps
600 SUPPLIES	290,485	283,800	60,176	217,400	6,224	97.8%	SACC supplies
700 PROPERTY	7,650	7,500	-	7,422	78	99.0%	equipment
800 OTHER OBJECTS	204	200	-	-	200	0.0%	subscriptions/memberships
3300 COMMUNITY SERVICES	3,781,323	3,462,801	1,067,383	2,443,862	(48,444)	101.4%	
3000 OTHER SERVICES	8,108,846	7,358,496	2,035,219	5,433,871	(110,594)	101.5%	

Central Bucks School District
Expenditure Summary
As of March 31, 2017

	2017-2018 Prelim Budget	Original Budget	Encumbered	YTD Expended	Balance	% Committed	
5100 DEBT SERVICE							
800 INTEREST	3,610,144	4,063,194	2,031,597	2,031,597	0	100.00%	Debt Svc Pmts in November & May
900 PRINCIPAL	10,980,000	12,005,000	12,005,000	-	0	100.00%	Debt Principle pmts - May
5100 DEBT SERVICE	14,590,144	16,068,194	14,036,597	2,031,597	0	100.00%	
5200 TRANSFERS TO OTHER FUNDS							
900 TRANSFERS	22,000,000	22,000,000	7,000,000	21,646,000	-6,646,000	99.68	Transf. to LTCap in May/June
5200 TRANSFERS TO OTHER	22,000,000	22,000,000	7,000,000	21,646,000	-6,646,000	99.68	Over due to transfer of
5900 FRINGES & CONTINGENCY							
5900 FRINGES & CONTINGENCY	-	0	0	0	0		
5000 OTHER FINANCING USES	36,590,144	38,068,194	21,036,597	23,677,597	-6,646,000	99.41	
GRAND TOTAL	331,862,459	318,775,592	122,667,454	200,496,731		101.4%	

Summary by Object: (Prior to Trnsfs)

		Budget	Encumbered	Expense to Date	Balance	
Payroll	100	152,134,017	56,513,259	95,679,796	(59,038)	100.0%
Fringe	200	86,445,872	32,784,716	53,625,372	35,784	
Purchased Prof. & Tech. Svc	300	5,892,390	1,845,261	3,285,482	761,647	87.1%
Purchased Property Services	400	6,971,407	1,879,412	4,753,051	338,944	95.1%
Other Purchased Services	500	20,696,054	6,269,614	13,658,288	768,151	96.3%
Supplies	600	7,628,348	2,230,988	5,208,192	189,168	97.5%
Equipment	700	858,403	97,110	557,706	203,588	76.3%
Dues, Fees, Memberships, Interest	800	4,144,101	2,042,094	2,082,844	19,163	99.5%
Debt Principle, Transfers	900	34,005,000	19,005,000	21,646,000	(6,646,000)	119.5%
		318,775,592	122,667,454	200,496,731	(4,388,593)	101.4%
				323,164,185		
			Less trnsf to Fund 3	(6,646,000)		
			Projected Exps - curr yr	316,518,185		0.992918507

CENTRAL BUCKS SCHOOL DISTRICT
Finance Committee Minutes
March 20, 2017

Committee Members Present

Glenn Schloeffel, Chairperson
Beth Darcy, Member

Other Board Members and Administrators Present

Sharon Collopy

Mr. Kopicki, Superintendent
Dr. Bolton Assistant Elementary Superintendent
Ken Rodemer, Assistant Director of Operations

Dave Matyas, Business Administrator
Susan Vincent, Director of Finance

Committee Members Absent

Paul Faulkner, Member
Jerel Wohl, Member

The Finance Committee meeting was called to order at 6:08 p.m. by Glenn Schloeffel, Chairperson
Note: The originally scheduled March 15th Finance Committee meeting was postponed due to weather.

PUBLIC COMMENT

Two members of the press were present. There was no public comment.

Review of Minutes

The February 15, 2017 Finance Committee meeting minutes were accepted.

INFORMATION/ DISCUSSION/ACTION ITEMS

Review of Financial Information Items - The Finance Information reports were reviewed, beginning with the treasurer's report and investment report. When reviewing the capital reserve accounts, it was noted that some encumbrances for the CB West auditorium project have hit the short term capital account causing it to project a negative balance, however, cash flow on the project will not be significant until the summer months which will be into the next fiscal year and match up with new funding streams.

The Payroll, FICA/Medicare and Retirement Report, along with the Fringe Benefit Report were reviewed with attention focused on healthcare where claims are increasing significantly compared to last school year. The health consortium reporting for February provided more details which indicate greater utilization of health care and prescription benefits so far this fiscal year. The increase in claims is reducing the projected amount of fund balance remaining from 2016-17 general fund budget operations. The health care consortium also provided 2017-18 estimates for health care expenses. Aon, the consortium consultant, recommends the district budget \$24M for health care during 2017-18. During the past month, administration increased the budget lines for health care by \$2M up to a total of \$23M for next school year in an effort not to over budget for potential health care expenses.

Budget Update – A summary level review provided a snapshot of where revenues and expenses are projected to be as of March 20th for the 2017-18 budget year. During the February budget review revenues exceed expenses by approximately \$2.5M. The March update shows expenses exceeding revenues by approximately \$1M. Administration made several changes to revenues and expenses over the past several weeks contributing to the out of balance budget projection.

• Increased Earned Income Tax revenues	\$470,000
• Increased interest earnings on investments	\$100,000
• Projected net impact of state and federal subsidies	\$ (60,000)
• <u>Revenue growth over multiple accounts</u>	<u>\$120,000</u>
• Total Revenue Changes	\$ 630,000

Expenses were changed as follows:

• 100 Salaries: Proposed additions for teachers and support staff	\$1,644,578
• 200 Benefits: Health, Rx , PSERS retirement for new positions	\$3,222,892
• 300 Professional Services: small changes to many areas	\$ (201,217)
• 400 Property Services: decrease in electricity	\$ (277,970)
• 500 Other services: decrease auto, property, liability insurance	\$ (119,272)
• 600 Supplies: decrease in natural gas transmission and some others	\$ (50,514)
• <u>700 Equipment: Interest and principal on debt, capital transfers:</u>	<u>\$ -0- ..</u>
• Total Expense Changes	\$4,248,453

Proposed new positions that were added to the budget for future discussions:

	<u>Salary</u>	<u>Benefits</u>
• Student wellness – social workers 3.0 FTE’s	\$240,000	\$ 85,000
• English Language Learners (ELL) Teacher 1.0 FTE’s, aide position 1.0 FTE’s	\$ 85,000	\$ 50,000
• Teacher professional development position focused on technology 1.0 FTE	\$ 85,000	\$ 40,000
• Reestablish community business internships 1.0 FTE	\$ 65,000	\$ 30,000
• Special Education: add 5 FTE’s for program needs	\$340,000	\$175,000
• Special education: Certified Behavior Analyst 1.0 FTE	\$ 80,000	\$ 45,000
• State / federal mandates for teacher professional development	\$ 16,000	\$ 4,000
• Add full time communications position	\$110,000	\$ 35,000
• QUEST at Middle schools 5.0 FTE’s	\$340,000	\$135,000
• Expand middle school sports 7 – 9 (soccer, baseball/softball, basketball)	\$151,578	\$ 0
• Expand middle school clubs total of approximately 20 EDR’s	\$ 32,000	\$ 0
• Add 5 middle school library assistants	\$100,000	\$ 90,000
• PSERS on new salaries		\$533,892
• <u>Aon, budget adjustment for health care. \$1M less than consortium recommends</u>		<u>\$2,000,000</u>
• Total budget increase for new positions and health care	\$1,644,578	\$3,222,892

Tax Reduction Discussion – In addition to the items discussed in the budget update paragraph, discussion also took place concerning the financial planning around the proposed state tax shift from real estate taxes to personal and sales taxes. State tax shift legislation will eliminate all school district real estate taxes except for those needed to pay for existing debt. If tax shift legislation is enacted by the state legislature, it is likely to also include a referendum vote requirement for all future school district borrowing for school renovations. This will make future capital planning even more important. For these reasons and the proposed staffing recommendations, administration is recommending that a possible millage rate reduction be carefully reviewed as a part of the 2018-19 budget development process.

Line Item Review of Professional Services– A detailed report by function and major object was reviewed with the committee. Professional services include many service areas such as:

- Education services by an outside agency such as intermediate units
- Occupational and physical therapists
- Instructors for contracted home bound education services
- Legal services
- Speech services
- Psychology services
- Tax collections for earned income taxes and Bucks County real estate tax collections
- Security services
- Crossing guards
- Athletic training services
- Professional education training for teachers

The district uses professional services in areas where it does not have the expertise in a discipline or it is more economical to hire an outside professional for short periods of time.

Review of Capital Planning for Artificial Turf – The district conducted an athletic field study in the fall of 2016. One of the recommendations was to improve the athletic fields at CB West high school due to safety concerns of existing conditions. Capital funding is available in several areas of the district’s capital fund budget.

Possible Funding Areas for Athletics

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 2/28/2017	Target Amount	% of Target	Comments
Short term Capital	\$296,754.19	\$12,000,000.00	\$11,378.93	\$10,627,018.72	\$2,714,911.15	\$ (1,030,697.15)			Includes \$1,837,185.00 in commitments for CBW Auditorium
CapEx Equipment Capital	\$709,982.00		\$2,224.44	\$191,833.03	\$0.00	\$560,643.41			
Technology	\$599.00	\$2,086,639.00	\$808.38	\$1,987,822.70	\$56,457.87	\$43,765.71			
Transportation	\$839,247.00	\$1,000,000.00	\$3,463.00	\$916,388.00	\$304,982.00	\$332,870.00			
Long Term Capital	\$16,037,834.41		\$51,315.69			\$16,089,160.00	\$42,000,000.00	38%	
Totals	\$17,847,494.60	\$16,988,639.00	\$49,166.84	\$13,681,732.46	\$3,165,961.02	\$15,996,731.97	\$42,000,000.00	38%	

Capital Reserve Account Expenditure Detail:			Comments
Short Term Capital			Technology
Unam.	\$946,516.10		* \$1,878,266.50 of the total expenditures occurred in 1 and was temporarily funded from Long Term Capital
Holding	\$4,062,803.20		
Misc. Projects	\$5,617,999.42		
Total	\$10,627,318.72		

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	\$19,666,650.00		\$113,100.00			\$19,789,750.00	\$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 reserves: 1. CRFID 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 Food Service - Fund 5	
Fund Balance 7/01/2016		Fund Balance 7/01/2016	
Unassigned:	\$ 13,997,592.00 4.4% of 10-17 Budget	Unassigned:	\$ 991,296.27
Assigned:			
Budgetary Reserve	\$ 4,039,025.00 From 15-16		
Post Employment Reserve	\$ 9,549,223.00 As noted above - could use for debt defeasance		
Health Care Reserve	\$ 2,518,309.00		
Total Assigned:	\$ 16,503,657.00		
Non-spendable	\$ 4,521,870.00 Prepaid healthcare exp with Bucks Monroe consortium		
TOTAL FUND BALANCE	\$ 34,023,119.00		

Also available is \$6.6M in state PLANCON reimbursement

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The committee recommends using the \$6.6M received this fiscal year from the state for construction cost reimbursement. The reimbursement would be used to cover the athletic field renovations, and auditorium renovations at CB West as well as the track and field renovations at War Memorial Field.

Energy Bids of Electricity and Natural Gas – The school district recently locked in a seven-year electricity contract. The cost per kilowatt is approximately \$.056. This contract will save the district \$227,000 per year compared to current rates and will help provide budget stability. 20% of the electricity supply will come from green sources such as wind, solar, and hydro power sources.

The district has not locked-in any purchasing contract for natural gas. The district consultant feels the price may drop further over the next several months due to an abundance of supply. However, the district did lock-in a three-year distribution agreement called “basis” which pays for the delivery of natural gas to the PECO supply center. This agreement will save the district approximately \$35,000 per year in distribution charges.

Meritorious Budget Award Update - As an informational item the district received its second award for the 2016-17 budget document from the Association of School Business Officials (ASBO).

ADJOURNMENT

The meeting adjourned at 7:35p.m.

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